

TERREBONNE

Parish School District

201 Stadium Drive
Houma, LA 70360
(985) 876-7400 / www.tpsd.org

NOTICE TO VENDORS

FROM: Terrebonne Parish School Board Purchasing Department

SUBJECT: Invitation to Bid/Quote on Auxiliary Materials, Supplies, Equipment, and Services

Notice is hereby given that the Terrebonne Parish School Board will receive bids/quotes for Auxiliary Materials, Supplies, Equipment, and Services. Bids will be due by 4:00 P.M. on Thursday, August 31, 2017. All bids/quotes will be publicly opened and acknowledged, Friday, September 1, 2017, at the hour of 10:00 A.M., in the Auxiliary Services Conference Room.

Local vendors wishing to use the paper bid packet are encouraged to pick up a bid packet at the Purchasing Department, 340 St. Charles Street, Building #3, Houma, LA 70360. The bid packet includes instructions, standard terms and conditions, insurance requirements, etc. Vendors who are unable to pick up the bid packet may request a copy by calling Alli Dugas in the Purchasing Department at (985) 876-7400, Extension #244, e-mailing allidugas@tpsd.org, or downloading from the Terrebonne Parish School Board website, <http://www.tpsd-la.schoolloop.com/purchasing>, under Bids/Solicitations.

Bids/Quotes may be viewed on BidSync or Vendor Registry and submitted electronically through BidSync, or submitted using the paper packet provided by the Purchasing Department. Careful review of submitted bids/quotes is strongly encouraged. **Failure to comply with all bid/quote instructions will subject your submittal to rejection and/or return.**

**TERREBONNE PARISH SCHOOL BOARD
AUXILIARY BID CATEGORIES FOR 2017-2018**

SECTION 19: Building Supplies-New Only

SECTION 20: Foil Type Insulation Products

SECTION 21: Ceiling Tile and Grid Installation-Labor Service

SECTION 22: Ceiling Tile Supplies

SECTION 32: Fence Materials and Supplies

SECTION 33: Vinyl Siding and Trim Supplies

SECTION 34: Aluminum Canopy Supplies

ADVERTISEMENT FOR BIDS/QUOTES

Notice is hereby given that the Terrebonne Parish School Board will receive sealed bids/quotes at its Purchasing Department, 340 St. Charles Street, Building #3, Houma, Louisiana, until the hour of **four o'clock (4:00 PM), August 31, 2017 for Auxiliary Materials, Supplies, Equipment, and Services. Any bid received after the specified time and date of 4:00 PM on August 31, 2017 will be returned unopened.** Bids will be publicly opened and acknowledged the next morning, **September 1, 2017 at 10:00 AM in the Auxiliary Services Conference Room, 340 St. Charles Street, Building #3, Houma, LA 70360 and reviewed by an evaluation committee at a later date.**

Bids/quotes received prior to the time of the scheduled opening will be securely kept unopened. Bidders are cautioned to allow ample time for the transmittal of bids by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where the bids are opened. Failure of the U. S. Mail, of any express carrier, or delivery service to timely deliver the bid(s) shall not be considered due cause for the scheduled time of the bid opening to be extended.

Specifications and conditions for bidding may also be obtained from the Terrebonne Parish School Board Purchasing Department, 340 St. Charles Street, Building #3, Houma, LA 70360/P. O. Box 5097, Houma, LA 70361, or by calling Alli Dugas, Purchasing Buyer at (985) 876-7400, extension #244.

Pursuant to RS 38:2212 (E), the Terrebonne Parish School Board has partnered with BidSync, LLC and Vendor Registry to distribute bid solicitations, collect responses, and/or allow contractors and vendors the ability to respond through a uniform and secure electronic interactive bidding system. Terrebonne Parish School Board accepts no responsibility for any technical failures via BidSync or Vendor Registry for bid/quote/proposal(s) at any time during the bid process. Electronic responses placed on the www.bidsync.com will be accepted as specified in each bid/quote/proposal. Bidders participating in the Bidsync option need to register with BidSync to obtain a user name and password or call Vendor Support at (801) 765-9245. There is a \$100.00 fee to register and receive e-mail or fax notification of bids and includes the ability to respond electronically to Terrebonne Parish School Board bid solicitations through the BidSync website. In addition, an electronic signature must be provided to complete the electronic bid. Where applicable, and in all construction projects, an electronic bid bond is also required and must be furnished. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies. Bidders participating with the Vendor Registry option, through the TPSB website, may register, inquire, and/or submit only a quote or proposal, at no additional cost to the bidder. Bids may not be submitted through Vendor Registry.

As per R.S. 38:2252, preference is hereby given to materials, supplies and provisions, produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside the state. It is the responsibility of the bidder to declare any preference eligibility for an item(s) submitted with the bid. A preference claim will not be allowed after bids are publicly opened.

The Terrebonne Parish School Board reserves the right to use any state, government, or school contract that was properly let for public bidding as a bid for any item(s) where the prices are lower than or equal to the prices submitted by any or all vendors that are pertaining to the Auxiliary Services Bid.

The Terrebonne Parish School Board accepts no responsibility for contacting any vendor, failure to contact a vendor, or a vendor not receiving information regarding this bid. This bid has been properly advertised and it is the sole responsibility of any or all Vendors to request and submit bids as advertised.

To the extent permitted by applicable state and federal laws and regulations, the Terrebonne Parish School Board reserves the right to reject any or all bids for just cause.

Mr. Roger Dale DeHart, President
TERREBONNE PARISH SCHOOL BOARD

Publication Dates: July 19, 2017, July 26, 2017, August 2, 2017

OWNER DISCLOSURE CERTIFICATE

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

CELL PHONE: _____

FAX NUMBER: _____

EMAIL: _____

FED. TAX ID# _____

The Company Bidding is:

A. _____ Manufacturer _____ Dealer _____ Representative

B. _____ Corporation _____ Partnership _____ Sole Owner

If corporation, list any individuals or companies that own 10% or more stock:

1. _____ 2. _____
3. _____ 4. _____

If partnership, list principal partners:

1. _____ 2. _____
3. _____ 4. _____

Owner Signature: _____

Title: _____

Type or Print Signature and Title

Attachment A

Submittal of Bid:

All envelopes with bid submittals must be delivered to the Terrebonne Parish School Board Purchasing Department, 340 St. Charles Street, Building #3, Houma, Louisiana 70360 or Post Office Box 5097, Houma, Louisiana 70361 no later than the due date and time of 4:00 P.M. on August 31, 2017.

Note: All outer envelopes including Fed Ex or UPS deliveries must state the Bid Name as indicated below, Auxiliary Services Bid.

Any bid received after the specified date and time will not be accepted and will be returned unopened. Bid(s) must be submitted on the official bid form. **Bids not submitted on the official bid form will be declared irregular and rejected.**

Caution should be taken to assure your bid submittal is properly mailed or delivered, and addressed as per bid specifications; **any bid submitted that is not properly addressed for submittal will be declared non-responsive and rejected.**

The bid shall be addressed following the example below:

Name or Firm
Physical or Mailing Address
City, State Zip

Purchasing Department
Terrebonne Parish School Board
P. O. Box 5097
Houma, LA 70361

Auxiliary Services Bid

Attachment B

Bid Checklist

- _____ Bid Form for Each Section Being Submitted
- _____ Signature Page for Each Section Being Submitted
- _____ 1 Owner Disclosure Certificate Per Vendor
- _____ Envelope Labeled as Specified

SECTION 19: BUILDING SUPPLIES - NEW ONLY

Company Name: _____

This bid section is to be awarded to one vendor and will be an ALL or NONE award.

Please be sure to indicate the unit of measure for the bid item, for example, per linear foot, box of 500, each, 10 feet, per pound, roll, 10 ounce tube, etc.

NOTE: The items listed below are samples of the items the school district may purchase and are not all inclusive.

DESCRIPTION - HARDWARE	Alternate Item No. (if applicable)	Unit of Measure	Price
Zinc Fender Washer 8 X 7/8 - 4904-481			
Self Drill PP 3/4 X 10 2604-131			
Self Drill HWH Zinc 2404-145 1 X 8			
HH Screw with Washer 8424-164 12 X 1-1/2			
Zinc Fender Washer 1/4 X 6 4904-480			
Zinc Fender Washer 4904-484 1/4 X 1			
Plastic Anchor 8134-861 8 -10 X 1"			
H. Washer Combo 8414-402 1/4 X 1-1/4			
H. Washer Combo 8414-404 1/4 X 1-3/4			
PHD PH Self Drill Zinc 2604-114 1/2 X 8			
Self Drill HWH Zinv 2404-129 3/4 X 8			
HXW Self Drill 1 X 14 2404-149			
Hex Self Drill Screw 1/4 X 1-1/2			
Galvanized Nut 5/16-18			
HDG Lag Screw B/100 1/4 X 3			
Zinc Hex Nut 4104-450 1/4			
Zinc Hex Nut 4104-456 5/8			
Lock Nut 1/4 4304-450			
Wing Nut, Zinc 1/4 - 20 4204-450			
MCH Bolt Zink Lock Nut 1/4 X 1 H			
Car Bolt, Zinc Lock Nut 1/4 X 2			
Car Bolt, Zinc Lock Nut 1/4 X 3			
Flat Washer 1/4 4704-320			
4704-326 5/8 ZN FLAT WASHER			
Zinc Fender Washer 1 X 10 4904-482			
Zinc Fender Washer 1/4 X 1-1/4 4904-485			
Lock Washer 1/4 4604-420			
Machine Screw Anchor 1/4			
Shield 1/4 X 1-1/2 19114SSR			
EXP Shield 1/4 X 1 19014SSR			
Plastic Anchor 10-12 X 1-1/2 8137-863			
Split Drive 1/4 X 3"			
Hammer Drive Anchor 1/4 X 2 372063			
Hammer Drive Anchor 3/16 X 7/8 8154-910			
Hammer Drive Anchor 1/4 X 1 8154-922			
Hammer Drive Anchor 1/4 X 1-1/4 8154-924			
Hammer Drive Anchor 1/4 X 1-1/2 8154-926			

SECTION 19: BUILDING SUPPLIES - NEW ONLY

Company Name:		0	
DESCRIPTION - HARDWARE	Alternate Item No. (if applicable)	Unit of Measure	Price
H Washer Combo 3/16 X 1-3/4 8414-256			
H Washer Combo 3/16 X 2-1/4 8414-256			
Mason FL PH 1/4 X 2-1/4 8414-405			
H Washer Combo 1/4 X 3-1/4 8414-407			
Mason FL PL 3/16 X 1-1/4 8404-255			
CON Screw 1/4 X 2-1/4			
Mason FL PH 1/4 X 3-1/4 8404-407			
Wallboard Anchor, Nylon, #8 8124-966			
TWINFST Cabinet Screw 8 X 3			
Wood Screw 100PK 10 X 1-1/4			
FH Wood Screw 100PK 12 X 1-1/4			
Self Drill PH Screw 6 X 3/4 47152			
Self Drill HWH Zinc 3/4 X 8 2604-129			
HWH Drill Screw 8-1/8 X 1-1/4 560320			
Self Drill HWH, Zinc 3/4 X 10 24041131			
Self Drill HWH, Zinc 1 X 10 2404-147 \			
Self Drill HWH, Zinc 1-1/2 X 10 2404-163			
Self Drill HWH, Zinc 1 X 12 2404-148			
Self Drill HWH, Zinc 1-1/2 X 12 2404-164			
HES Self Drill Screw 1/4 X 2			
HH Screw with washer 14 X 1 8424-149			
HH Screw with Washer 14 X 1-1/2 8424-165			
HEX Self Drill Screw with NOE Washer 1/4 X 2			
Zinc, S Metal Screw 8 X 1/2 2414-114			
Zinc Hex SM Screw 8 X 5/8 2414-121			
S Metal Screw 10 X 3/4 2414-131			
S Metal Screw 10 X 1-1/4 2414-155			
S Metal Screw 10 X 1-1/2 2414-163			
SM Screw 10 X 2" 2414-177			
Zinc Hex SM Screw 12 X 3/4 2414-132			
Zinc Hex SM Screw 12 X 1 2414-148			
Zinc Hex SM Screw 12 X 3			
Zinc, PH S Metal 8 X 1-1/4 2614-153			
Zinc PH S Metal 12 X 1 2614-148			
Galvanized Nut 1/4-20			
Galvanized Nut 5/16-18			
Galvanized Nut 3/8-16			
Galvanized Flat Washer, each 1/4			
Galvanized Flat Washer, each 5/16			
Galvanized Flat Washer, each 3/8			
Galvanized Lock Washer 1/4 7464-420			
HDG Lag Screw 1/4 X 1-1/2 B100			
HDG Lag Screw 5/16 X 2" 9594-526			
HDG Lag Screw 3/8 X 1-1/2 B/50			

SECTION 19: BUILDING SUPPLIES - NEW ONLY

<i>Company Name:</i>		0	
DESCRIPTION - HARDWARE	Alternate Item No. (if applicable)	Unit of Measure	Price
HDG Lag Screw 3/8 X 6 B/50			
Galvanized Carriage Bolt 1/4 X 1			
Galvanized Carriage Bolt 1/4 X 1-1/2			
Galvanized Carriage Bolt 1/4 X 3-1/2			
Galvanized Carriage Bolt 5/16 X 1-1/2			
Galvanized Carriage Bolt 5/16 X 2-1/2			
Galvanized Carriage Bolt 5/16 X 4-1/2			
SS S Metal Screw 6 X 3/4 2634-127			
SS S Metal Screw 8 X 3/4 2634-129			
S Metal Screw 10 X 1-1/2 2634-163			
S Metal FH PH SS 1/2 X 6 2534-112			
S Metal FH SS 10 X 1-1/2 2534-163			
S Metal FH PH SS 10 X 2 2534-177			
SS MC Screw 10 X 1-1/2 2834-163			
18-8 PN PH MS 1/4 X 3/4			
Flat Washer SS 3/16" #10 4734-414			
SS Finishing Washer # 8			
SS Finishing Washer # 10			
RH MS Z SL 6-32 X 1-1/2			
DESCRIPTION -LUMBER, ETC.	Alternate Item No. (if applicable)	Unit of Measure	Price
Pine Panel Moulding WP298R			
Bar Ties 8"			
Finger Joint WPP S4S, LFT 1 X 6			
"Ready Mix" Concrete Mix 80 lbs			
"Ready Mix" Mortor Mix Easycrrete			
Black Dot Canvas Glove (26101) 88611			
7733 BLK 4" Safety Walk L/FT			
Galvanized WED Anchor 3/8 X 3 WA37300MG			
Clear Coat Cable 3/32 X 250			
LFT Quarter Round, 3/4 #106, 8066			
LFT FIR OS Corner #204 8238			
LFT FIR OS Corner #205 8200L			
LFT FIR Champher Strip WM-995			
LFT DET #7 FIR Colonial Casing			
LFT DET #7 FIR Colonial Casing Primed			
LFT Fir Screen Moulding (BEAD) 8611			
LFT Casing Primed #6 (G624)			
LFT Primed Colonial Base 624 3"			
LFT Proof Chain 1/4			
LFT Hem Casing 356			
LFT 8010 (52) Primed Crown 2-3/4			
LFT 1001P Primed Fluted Casing			
LFT 3/4 X 5-1/2 Red Oak S4S			

SECTION 19: BUILDING SUPPLIES - NEW ONLY

Company Name:		0	
DESCRIPTION -LUMBER, ETC.	Alternate Item No. (if applicable)	Unit of Measure	Price
LFT 1/2 Backer Rod			
LFT 3/4 Backer Rod			
LFT 3/8 Backer Rod			
LFT 3/4 X 1-5/8 Poplar Panel Moulding			
LFT 8016 (74) 1-3/4 Primed BED			
LFT 8541 FIR RE STOP 1-3/8			
Latex Glazing Compound			
Fast Setting Concrete Mix 50 lb			
BDL Moire Black CT20			
Sturdi Floor T&G 3/4 X 4 X 8 (23/32)			
Clear Silicone Caulk GE012 10.3 ounce			
White Silicone Caulk 112 10.30 Ounce			
White Lexel Caulk 10.5 ounce			
NPI Limestone Caulk			
Galvanized Wedge Anchor 3/8 X 3 3/4 N5503			
2 Cycle Oil SSR 8 Ounce 16/1			
Clorox Ultra Bleach 96 Oz.			
DAP White Alex Plus 10.1 ounces 18152			
Pre-Cut Temple Stud 2 X 4 X 8			
KEY			
NPI White Caulk			
NPI Tan Caulk			
Temp Peg Board 1/4 X 4 X 8			
#2 Treated Pine 1 X 4 X 8 S4S			
#2 Treated Pine 1 X 4 X 16' S4S			
#2 Treated Pine 2 X 4 X 8			
#2 Treated Pine 2 X 4 X 10			
#2 Treated Pine 2 X 4 X 12			
#2 Treated Pine 2 X 6 X 10			
#2 Treated Pine 2 X 6 X 12			
#2 Treated Pine 2 X 12 X 10			
#2 Treated Pine 4 X 4 X 12 40			
#2 Treated Pine 4 X 4 X 8 40			
#2 Pine 1 X 4 X 8 S4S			
#2 Pine 1 X 6 X 12			
#2 Pine 2 X 4 X 10			
#2 Pine 2 X 4 X 12			
#2 Pine 2 X 4 X 14			
#2 Pine 2 X 6 X 8			
#2 Pine 2 X 6 X 12			
#2 Pine 2 X 8 X 8			
C/B Pine 1 X 4 X 8			
C/B Pine 1 X 6 X 8			
C/B Pine 1 X 12 X 8			

SECTION 19: BUILDING SUPPLIES - NEW ONLY

Company Name:		0	
DESCRIPTION -LUMBER, ETC.	Alternate Item No. (if applicable)	Unit of Measure	Price
C/B Pine 1 X 12 X 10			
C & BTR FIR 1 X 6 X 12			
C & BTR FIR 1 X 6 X 14			
C & BTR FIR 1 X 6 X 16			
VC Mahogany 3/4 X 4 X 8			
ACX Arauco Radiata Pine 3/4 X 4 X 8			
3/4" Treated Plywood B C Pine			
3/4" Treated Plywood CDX			
#3 Ponderosa Pine 1 X 12 X 8			
CDX Sheathing 3/4 X 4 X 8 (23/32)			
CDX Sheathing 1/2 X 4 X 8 (15/32)			
CDX Sheathing 3/8 X 4 X 8 (11/32)			
Sound Board (Sound Stop) 1/2 X 4 X 8			
Gypsum Board 1/2 X 4 X 8			
Hardi Multi Lay 1/4 X 4 X 8			
Hardi Backer 1/4 X 4 X 8			
Hardi Panel, Smooth 5/16 X 4 X 8			
Treated Plywood CDX 1/2"			
#1 Pine State 2 X 2 X 16			
VC Mahogany Plywood 1/2 X 4 X 8			
Exterior Lauan 1/4"			
Exterior Lauan 3/8"			
White "Marker" Board 1/4 X 4 X 8			
PRM Adhesive 29 ounce			
Re Decking 5/4 X 6 X 8			
Concrete Blocks 8 X 8 X 16			
Concrete Solid Blocks 2 X 8 X 16			
Concrete Pad 4 X 16 X 16			
Leak Stopper Patch 11 ounce			
Lawn Rake			
Multi Duct Tape 2 X 60 YD			
BDFT 4/4 Poplar RWL			
Landscape Adhesive 10.5 ounce			
Polyseam SL Cart White J20 10 ounce			
LFT 3/16 Proof Coil Chain			
Chrome K/A B15760			
Tape SSR1219-60 3/4 X 60			
Blue Tarp Cover MT 20 X 30			
Galvanized LTWT Joint Compound			
Joint Compound- Gallon Pail			
Sonneborn SL1 Self Level Poly Seal			
KILZ II Primer/Sealer Gallon			
Tie Plate TP15 1 X 5			
Tie Plate G90 1 X 5			

SECTION 19: BUILDING SUPPLIES - NEW ONLY

Company Name:		0	
DESCRIPTION -LUMBER, ETC.	Alternate Item No. (if applicable)	Unit of Measure	Price
LFT 7/16 X 3-1/4 Hemlock 4S			
INT Liquid Nails 10 ounce			
Liquid Nails H.D. LN-901 10.5 ounce			
1710SV SSR Push GLA Point			
Disposable Gloves 6PK			
Green Min Surf Roof 90 lb (36')			
Roofing Felt 15 lb			
DUO 748 1-1/2 16GA FIN (2.5M)			
NI Hinge 2PK 2 X 3/4			
Chrome Hinge 2PK 2 X 3/4			
Bag Durabond 90 25 lb			
SDS Hammer Bit DW5403 3/16 X 4-1/2			
SDS Hamm Bit 1/4 X 4			
Flintlastic White Diamond			
MTLC Deluxe Sprayer 2-GAL DS2			
"Hold Open" Door Closer 1534AL			
Door Closer 953AL			
AAA Alk Battery DURA4PK			
PL PRM Adhesive 28 ounce			
White Aluminum Downspout 578 10'			
A/C Filter 24 X 24 X 1			
Wet/Dry Roof Cement 10 ounce			
Scott Shop Towels (30/case)			
White Rages (Box of 200)			
White Towel 14 X 17 12PK			
Drop Cloth 9 X 12 .50 Mil			
Drop Cloth 9 X 12 1 Mil			
Commercial Grade 1 Door Closer			
Smooth Step Stone 12" Square			
71819 Abrasive Wheel 4 1/2"			
WA25134MG 1/4 X 1-3/4 GAL WED ANCR			

SECTION 19: BUILDING SUPPLIES SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ YES we agree to give similar discount pricing

_____ NO we do not agree to give similar discount pricing

Preference claimed _____ %.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ YES we would like to remain on the mailing list for this bid competition

_____ NO we do not wish to participate in this bid competition

SECTION 20: FOIL TYPE INSULATION SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ **YES** we agree to give similar discount pricing

_____ **NO** we do not agree to give similar discount pricing

Preference claimed _____%.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ **YES** we would like to remain on the mailing list for this bid competition

_____ **NO** we do not wish to participate in this bid competition

SECTION 21 - LABOR/SERVICE - CEILING TILE AND GRID INSTALLATION

This bid section is to be awarded to one vendor and will be an ALL or NONE award.

Minimum Specification

Hourly rates will be paid only for time spend on site.

All per hour service/time sheets must be signed by school/maintenance personnel on the day services are performed.

Contractors must obtain parish permits on all jobs, when required, with reimbursment of fees paid by the owner.

Louisiana State Licenses are required by all contractors for electrical, plumbing and general labor.

Contractors must possess all applicable state licenses and/or certificates to perform work required of the district.

Description	Cost Per Mile*	Cost of Services	Unit of Measure	Minimum Hourly Requirement
Ceiling Tile & Grid Installation Service (Personnel, Truck & Tools)			Per Hour	
				Bid Price
INSTALLATION - 2' X 4' System, less than 700 SQ. FT. (Cost for installation of specified 2' X 4' ceiling system for less than 700 square ft of area) Cost per square foot				
INSTALLATION - 2' X 4' System, more than 700 SQ. FT. (Cost for installation of specified 2' X 4' ceiling system for more than 700 square ft of area) Cost per square foot				

State License Number **

* Mileage charges must not exceed the national standard as set by the Internal Revenue Service (IRS)

** Failure to provide applicable State License Number SHALL result in rejection of bid/quote.

NOTE: The Terrebonne Parish School Board reserves the right to seek quotes/bids for any named project and/or work projects that exceed \$30,000.00 or for the repair of damages that result from an "Act of God."

COMPANY NAME: _____

SECTION 21 - LABOR/SERVICE - CEILING TILE/GRID INSTALLATION

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ YES we agree to give similar discount pricing

_____ NO we do not agree to give similar discount pricing

Preference claimed _____ %.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from the bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ YES we would like to remain on the mailing list for this bid competition

_____ NO we do not wish to participate in this bid competition

SECTION 22 - CEILING TILE SUPPLIES SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ **YES** we agree to give similar discount pricing

_____ **NO** we do not agree to give similar discount pricing

Preference claimed _____%.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ **YES** we would like to remain on the mailing list for this bid competition

_____ **NO** we do not wish to participate in this bid competition

SECTION 32 - FENCE MATERIALS AND SUPPLIES

This bid section is to be awarded to one vendor and will be an ALL or NONE award.

Item/Description	PRICE EACH	Unit of Measure if other than specified
Barb-wire Arm - 2" x 1 5/8" 45 Deg. Galvanized pressed steel		
Barb-wire Arm - 2.5" x 1 5/8" 45 Deg. Galvanized pressed steel		
Cap - Dome - 1 7/8" Galvanized pressed steel		
Cap - Dome - 2.5" Galvanized pressed steel		
Cap - Dome - 3" Galvanized pressed steel		
Cap - Loop - 2" x 1 5/8" Galvanized Pressed Steel		
Cap - Loop - 2.5" x 1 5/8" Galvanized pressed steel		
Cap - Dome - 4" Galvanized pressed steel		
Comb Rail End - 1 5/8" Galvanized		
Fitting - Brace Band - 3" 12 gauge 3/4" galvanized		
Fitting - Brace Band - 4" 12 gauge 3/4" galvanized		
Fitting - Brace Bands - 2.5" 12 gauge 3/4" galvanized		
Fitting - Tension Band - 2.5" 14 gauge 3/4" galvanized		
Fitting - Tension Band - 3" 14 gauge 3/4" galvanized		
Fitting - Tension Band - 4" 14 gauge 3/4" galvanized		
Gate - Double Drive - 12' x 4' galvanized (Welded frame, 2" O.D. Sch. 40 pipe to be complete fabrication including all fittings and without barb-wire - not to include hardware for hanging gate)		
Gate - Double Drive - 12' x 5' galvanized (Welded frame, 2" O.D. Sch. 40 pipe to be complete fabrication including all fittings and without barb-wire - not to include hardware for hanging gate)		
Gate - Double Drive - 12' x 6' galvanized (Welded frame, 2" O.D. Sch. 40 pipe to be complete fabrication including all fittings and without barb-wire - not to include hardware for hanging gate)		
Gate - Double Drive - 12' x 7' galvanized (Welded frame, 2" O.D. Sch. 40 pipe to be complete fabrication including all fittings and without barb-wire - not to include hardware for hanging gate)		

COMPANY NAME: _____

SECTION 32 - FENCE MATERIALS AND SUPPLIES

Item/Description	PRICE EACH	Unit of Measure if other than specified
Gate - Hinge - 4" x 1 5/8" - 1 7/8" Galvanized (Industrial 90 degree pressed steel)		
Gate - Hinge - 3" x 1 5/8" - 1 7/8" Galvanized (Industrial 90 degree pressed steel)		
Gate - Welded - 4' x 5' Galvanized (Walk gate, welded frame, 2" O.D. Sch. . 40 pipe to include wire fabric, all fittings and complete fabrication without barb-wire - not to include hardware for hanging gates)		
Gate - Welded - 4' x 6' Galvanized (Walk gate, welded frame, 2" O.D. Sch. . 40 pipe to include wire fabric, all fittings and complete fabrication without barb-wire - not to include hardware for hanging gates)		
Gate - Welded - 4' x 7' Galvanized (Walk gate, welded frame 2" O.D. Sch., 40 pipe to include wire fabric, all fittings and complete fabrication without barb-wire - not to include hardware for hanging gates)		
Nuts and Bolts - 5/16" x 1 1/4" Galvanized 100/per box (If not bidding a box of 100, specify amount per box)		
Pig Rings - 12 gauge galvanized		
Post - End/Corner - 2.5" x 6' sch. 40 galvanized		
Post - End/Corner - 2.5" x 7' sch. 40 galvanized		
Post - End/Corner - 2.5" x 8' sch. 40 galvanized		
Post - End/Corner - 2.5" x 9' sch. 40 galvanized		
Post-Gate - 3" x 8' sch. 40 galvanized		
Post-Gate - 3" x 9' sch. 40 galvanized		
Post-Gate - 3" x 10' sch. 40 galvanized		
Post-Gate - 3" x 11' sch. 40 galvanized		
Post-Gate - 4" x 8' sch. 40 galvanized		
Post-Gate - 4" x 9' sch. 40 galvanized		
Post-Gate - 4" x 10' sch. 40 galvanized		
Post-Gate - 4" x 11' sch. 40 galvanized		
Post - Line - 2" x 6' Sch. 40 galvanized		

COMPANY NAME: _____

SECTION 32 - FENCE MATERIALS AND SUPPLIES

Item/Description	PRICE EACH	Unit of Measure if other than specified
Post - Line - 2" x 7' Sch. 40 galvanized		
Post - Line - 2" x 8' Sch. 40 galvanized		
Post - Line - 2" x 9' Sch. 40 galvanized		
Sleeve - Top rail - 1 5/8" x 6" Galvanized Pressed steel		
Tension Bar - 3/16" x 3/4" 4 ft. Galvanized		
Tension Bar - 3/16" x 3/4" 5 ft. Galvanized		
Tension Bar - 3/16" x 3/4" 6 ft. Galvanized		
Tension Bar - 3/16" x 3/4" 7 ft. Galvanized		
Tie Wire - 9 gauge 6 1/4" short Galvanized (If not bidding 100 per bag, specify number of tie wires in bag _____)		
Tie Wire - 9 gauge 8 1/4" Long Galvanized (If not bidding 100 per bag, specify number of tie wires in bag _____)		
Top Rail - 1 5/8" Galvanized - Price per ft.		
Wire - 4 ft. Width 9 gauge galvanized - Price per ft.		
Wire - 5 ft. Width 9 gauge galvanized - Price per ft.		
Wire - 6 ft. Width 9 gauge galvanized - Price per ft.		
Wire - 7 ft. Width 9 gauge galvanized - Price per ft.		
Wire - Tension - 9 gauge smooth galvanized - 1,000 ft. Roll (If not bidding 1,000 ft. roll, specify feet per roll _____)		

COMPANY NAME: _____

SECTION 32 - FENCE MATERIALS & SUPPLIES SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ YES we agree to give similar discount pricing

_____ NO we do not agree to give similar discount pricing

Preference claimed _____%.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ YES we would like to remain on the mailing list for this bid competition

_____ NO we do not wish to participate in this bid competition

SECTION 33 - VINYL SIDING AND TRIM

This bid is for vinyl siding and is to be on a requirement contract basis. Purchases will be made by the square/linear foot. The estimated amount of siding used during a fiscal year varies

This bid section is to be awarded to one vendor and will be an ALL or NONE award.

REMINDER: Unlevel bidding practices may be cause for rejection of any bid submitted.

Minimum Specifications:

1. All vinyl siding is to be at minimum 0.042 nominal thickness with 1/2" projection.
2. All soffit is to be at minimum 0.046 nominal thickness with 1/2" projection.
3. All trim is to match the siding and soffit bid and be of equal quality.
4. All colors are to go through the project.
5. Royal Building Projects (Residential Series) and Owens Corning's (ProForm Homeside Series) are approved products for this bid. Any other siding or product bids must be equal in quality and specifications and must be evaluated and approved by the owner as an acceptable equal.
6. All siding bid prices are to be in unit price per square foot. All trim prices are to be in linear foot.
7. If siding and trim is not available in color or white, mark N/A in the black space.

	WHITE	COLOR
Lap Siding, Traditional, 4", 4.5" or 5", per square foot coverage	\$	\$
Soffit, non-vented, .046 gauge, per square foot coverage	\$	\$
Soffit, vented, .046 gauge, per square foot coverage	\$	\$
Vinyl Fascia, 8", per linear foot	\$	\$
5/8" J-Channel, per linear foot	\$	\$
3" Outside Corner Trim, per linear foot	\$	\$
5/8" Inside Corner Trim, per linear foot	\$	\$
Metal Starter Strip, per linear foot	\$	\$
PVC Coated Aluminum Trim, 24" x 50' roll - .020 gauge, per roll (0.020 Gauge is the minimum acceptable thickness of this trim material)	\$	\$

Company Name: _____

SECTION 33 - VINYL SIDING AND TRIM SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO.: _____ ADDRESS: _____

FAX NO.: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ **YES** we agree to give similar discount pricing

_____ **NO** we do not agree to give similar discount pricing

Preference claimed _____%.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P. O. Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors in an effort to obtain at least three bids for this section.

_____ **YES** we would like to remain on the mailing list for this bid competition

_____ **NO** we do not wish to participate in this bid competition

SECTION 34: ALUMINUM CANOPY SUPPLIES SIGNATURE PAGE

Note: A completed signature page must be attached to each bided section.

DATE: _____ FIRM: _____

PHONE NO: _____ ADDRESS: _____

FAX NO: _____

EMAIL: _____

BY: _____

Authorized Representative & Title

Type or Print Signature & Title

PLEASE CHECK YES OR NO BELOW:

We understand that Terrebonne Parish School District cannot list all of the items to be purchased and that the items listed for this bid are substantial representative samples for the purpose of evaluation. Further, we hereby agree or do not agree to give a similar discount on items not listed but may be purchased from our business.

_____ **YES** we agree to give similar discount pricing

_____ **NO** we do not agree to give similar discount pricing

Preference claimed _____ %.

(If a Preference is claimed, please attach a letter of qualification.)

_____ **Received a Bid Packet, but have chosen not to BID**

If you have received this bid packet and have chosen not to bid, please complete this page and return it to the Purchasing Department, P.O.Box 5097, Houma, LA 70361. Failure to return this form may result in your name being removed from our bid mailing list. This form also serves as documentation that we mailed bid forms to several vendors is an effort to obtain at least three bids for this section.

_____ **YES** we would like to remain on the mailing list for this bid competition

_____ **NO** we do not wish to participate in this bid competition

STANDARD TERMS AND CONDITIONS

SCOPE

These Standard Terms and Conditions are part of each Bid, Quote, or Request for Proposal (RFP), and each contract, and apply in like force to contracts for the purchase of personal property and contractual services.

All Bids, Quotes, or Requests for Proposals issued by the Terrebonne Parish School Board will bind the bidder to the terms and conditions set forth herein, except as specifically qualified in a special Bid, Quote, or Request for Proposal and contract terms and conditions issued in connection with an individual Bid, Quote, or Proposal.

DEFINITIONS

As used herein, as well as in all specifications, Bids, Quotes, or Request for Proposals, awards or contracts issued by the Terrebonne Parish School Board, the following definitions shall apply, unless otherwise indicated:

Agent - Purchasing Agent of the Terrebonne Parish School Board

Bid - The document comprised of an invitation, instructions, and specifications to submit a Bid, Quote, or Request for Proposal for commodities or services.

Bidder - Any individual, firm, or corporation submitting a Bid, Quote, or Proposal

Contract - The acceptance by the Terrebonne Parish School Board of an offer by a bidder to furnish commodities or services

Contractor - Any individual, firm, or corporation to whom a contract is awarded as the result of a Bid, Quote, or Proposal submitted and accepted

Electronic Bid - A Bid, Quote, or Proposal submitted through a uniform and secure electronic interactive bidding system

Bid or Proposal - The offer of a bidder to furnish commodities or services in response to a Bid, Quote, or Request for Proposal (RFP)

School Board - The Terrebonne Parish School Board/Public School System and Sub-Agency of the State Government of Louisiana

Any alleged oral agreement or arrangement made by a bidder or contractor with any employee of the Terrebonne Parish School Board prior to the official award of this Bid, Quote, or Proposal will be disregarded.

SUBMISSION OF BID/PROPOSAL

1. Bids, Quotes, or Proposals must be submitted on, and in accordance with, all specifications and form(s) supplied in the Bid, Quote, or Request for Proposal package. Pursuant to House Bill No. 610 (Act No. 590) passed in Louisiana's Legislative Regular Session in 2008, the Terrebonne Parish School Board has partnered with BidSync, LLC and Vendor Registry to distribute bid solicitations and/or collect responses. BidSync.com allows contractors and vendors the ability to respond with an electronic signature through a uniform and secure electronic interactive bidding system. Electronic responses placed on www.bidsync.com will be accepted as specified in each bid/quote/proposal. Terrebonne Parish School Board accepts no responsibility for any technical failures via BidSync for bid/quote/proposal(s) at any time during the bid process. Electronic responses placed on www.bidsync.com or the www.vendorregistry.com will be accepted as specified in each bid/quote/proposal. Bidders participating with the BidSync option need to register with BidSync to obtain a user name and password or call Vendor Support at (801) 765-9245. There is a \$100.00 fee to register and receive e-mail or fax notifications of bids and includes the ability to respond electronically, using the required electronic signature, to Terrebonne Parish School Board bid solicitations through the BidSync website. Where applicable, and in all construction projects, an electronic bid bond is also required and must be furnished. The referenced signature and bond are not included in the \$100.00 fee and are available from third party companies. Vendors participating with the vendorregistry.com option through the TPSB website may register, inquire, and/or submit only a quote or proposal that does not require an electronic signature
2. Telegraphic or facsimile Bids, Quotes, or Request for Proposals will not be accepted unless specifically stated in the instructions to bidders. When acceptance is so stated in the instructions, the Bid, Quote, or Proposal is to be completed on the form(s) supplied or a copy thereof, completely executed and returned, and received by the Purchasing Agent, no later than the time and date specified for receipt of the Bid, Quote, or Request for Proposal. Forms must have original signatures except when telegraphic, facsimile, or electronic digital signatures are specifically stated as acceptable. Bids must be completed on the original bid form(s) or a copy thereof, signed in ink, and/or where applicable, have a digital signature. Do not send a fax copy of the bid form(s) as the original. The

form(s) submitted must have the original signature(s) or an electronic digital signature.

3. The time and date the Bids, Quotes, or Proposals are to be opened is given in each Bid, Quote, or Proposal issued. All of the Bids, Quotes, or Proposals shall be submitted electronically, or in a sealed envelope, addressed to the **Purchasing Department, Terrebonne Parish School Board, P. O. Box 5097, Houma, Louisiana 70361, with the envelope plainly marked, "Auxiliary Services Contract".** Failure to properly mark Bid, Quote, or Proposal properly may subject submittal to rejection and returned unopened. The name and complete address, including street, city, and state, of the bidder **shall appear** in the upper left hand corner of the envelope. If the Bid, Quote, or Proposal requires a licensed contractor, the Louisiana Contractor's License number shall appear on the front of the envelope. A copy of same may be included with the Bid, Quote, or Proposal. The referenced information should also be included on any outer envelope used for mailing.
4. Bidders are cautioned to verify their Bid, Quote, or Proposal before submission. Amendments to a received Bid, Quote, or Proposal submitted prior to the specified time for opening by the Purchasing Agent will not be considered. This applies to all Bids, Quotes, or Proposals sent by mail, delivered in person, submitted electronically, as well as telegraphic, and facsimile Bids, Quotes, or Proposals. Bids, Quotes, or Proposals received prior to the time and date of the scheduled bid opening will be securely kept unopened. No Bid, Quote, or Proposal received after the scheduled time for opening will be considered. Bidders are cautioned to allow ample time for transmittal of Bids, Quotes, or Proposals by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or any carrier of delivery service to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.
5. All information requested in the Bid, Quote, or Proposal form with regard to each item against which a Bid, Quote, or Proposal is submitted shall be given to constitute a regular Bid, Quote, or Proposal.
6. The Terrebonne Parish School Board reserves the right to select any part of the Bid, Quote, or Proposal or the whole Bid, Quote, or Proposal as well as reject any and all Bids, Quotes, or Proposals in whole or part and to award Bids, Quotes, or Proposals in whole or part as indicated in the Bid, Quote, or Proposal document. Further, the Terrebonne Parish School

Board reserves the right to use State or Government contract pricing when it is lower than Bid, Quote, or Proposal prices received.

7. Bids, Quotes, or Proposals may be submitted for all or part of total quantities or for any or all agency requirements listed in the Bid, Quote, or Proposal, **unless otherwise specified** in the Bid, Quote, or Proposal.
8. Alternate Bids, Quotes, or Proposals may be considered, unless specifically indicated otherwise in the Bid, Quote, or Proposal document (See paragraph 62 of this document).
9. Unless qualified by the provision "No Substitute," the use of a specification, manufacturer, brand, make, or catalog designation in specifying an item does not restrict bidder to that manufacturer, brand, make, or catalog designation identification. This is used simply to indicate the character, quality, and/or performance equivalence for the commodity desired, but the commodity on which Bid, Quote, or Proposal is submitted must be of such character, quality, and/or performance equivalence that it will serve the purpose for which it is to be used equally well as that specified. In submitting a Bid, Quote, or Proposal on a commodity other than as specified, the bidder shall furnish complete data and identification with respect to the alternative commodity proposed. Consideration will be given to Bids, Quotes, or Proposals submitted on alternative commodities to the extent that such action is deemed to serve best the interest of the Terrebonne Parish School Board. If the bidder does not indicate that the commodity proposed is an alternative commodity, it will be construed to mean that the bidder proposed to furnish the exact commodity described.
10. If the bidder proposes to furnish any item of a foreign make or product, the word "foreign", together with the name of the originating country must be written opposite of such item on the Bid, Quote, or Proposal. All items not so designated will be considered to be of domestic origin.
11. Prices must be extended in decimals, not fractions; to be net, and shall have transportation and delivery charges fully prepaid by the contractor to the destination specified in the Bid, Quote, or Proposal, and subject to only cash discounts.
12. Terrebonne Parish School Board is not subject to State or Terrebonne Parish Sales Tax. All applicable taxes including ad valorem taxes shall be the responsibility of the bidder and are to be added in to the offer. This responsibility shall be inclusive of, but not limited to, all levies, impost, duties, charges or withholding whatsoever, all applicable sales, use,

personal property, franchise (howsoever calculated), and other tax whatsoever (together with any penalties and fines thereon) whether assessed, levied, or imposed by any governmental or taxing authority (whether foreign, federal, state, or local) against or upon the bidder or otherwise, with respect to any item(s) or the purchase, acquisition, ownership, delivery, leasing, possession, use, operation, control, or other disposition thereof, of the rents, receipts, or earnings arising therefrom, with respect to any resultant lease or purchase of this Bid, Quote, or Proposal.

13. If there is a discrepancy between the unit price and extension, the unit price shall prevail.
14. All bidders declare that the Bid, Quote, or Proposal is not made in connection with any other bidder submitting a Bid, Quote, or Proposal for the same commodity or commodities, and is in all respects fair, and without collusion or fraud.
15. All Bids, Quotes, or Proposals will be opened, publicly acknowledged, read aloud, and are subject to public inspection. Bidders may be present or represented at all openings. Abstracts of Bids, Quotes, or Proposals received are not prepared for distribution by the Purchasing Department.

SAMPLES

16. All specifications are minimum standards and the acceptable Bid, Quote, or Proposal samples do not supersede specifications for the quality unless the Bid, Quote, or Proposal sample is judged superior, in which case deliveries must have the same identity and quality as the accepted Bids, Quotes, or Proposal sample. Unless specifically requested in the Bid, Quote, or Proposal, samples are not required. These items are preapproved; however, **all bid specifications / requirements must be met** such as – packaging, cutouts, literature, composite analysis, forms, etc.
17. Samples, when required, must be submitted strictly in accordance with instructions included within each Bid/Quote/Proposal. If samples are not required, but determined to be needed, they shall be delivered within seven (7) days following the written request. Samples must be furnished free of charge and may be accompanied by a descriptive memorandum indicating if the bidder desires a return, provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. Samples may be returned upon request at the bidder's risk subject to their expense.

18. When the Bid, Quote, or Proposal indicates that an item to be purchased is to be equivalent to a specified brand, make or model, the alternate item offered must be truly equal in quality, character, and performance to that specified. The Terrebonne Parish School Board's agent shall be the sole judge as to whether an alternate offered item is equal to the item(s) specified.

EXCLUSION/REJECTION OF BIDS

19. The Terrebonne Parish School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (not contest) to any of the crimes or equivalent federal crimes listed in LA R. S. Ann. 38:2227.
20. In awarding bids or contracts, the Terrebonne Parish School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.
21. Any contract between the Terrebonne Parish School Board and a person or entity entered into as a result, of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.
22. Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

AWARD

23. Bid, Quote, or Proposal Awards will be to the lowest responsible and responsive qualified bidder, with consideration given to the quality of the articles to be supplied, conformity with specifications, suitability to the requirement of the Terrebonne Parish School Board, and the delivery terms.
24. The Terrebonne Parish School Board reserves the right to award by item, part thereof, groups of items, or parts thereof, or all items of the Bid,

Quote, or Proposal, and to award contracts to one or more bidders submitting identical Bids, Quotes, or Proposals as to price; to reject any and all Bids, Quotes, or Proposals in whole or in part for just cause; to waive technical defects, irregularities and omissions, such reservations shall comply with governing laws and shall be in the best interest of the Terrebonne Parish School Board.

25. The Terrebonne Parish School Board reserves the right to make awards within forty-five (45) calendar days from the date Bids, Quote, or Proposals are opened, unless otherwise specified in the Bids, Quotes, or Proposals. During this period, Bids, Quotes, or Proposals shall be withdrawn unless the bidder distinctly states in his/her Bid, Quote, or Proposal that acceptance thereof must be made within a shorter specified time. Should an award, in whole or in part, be delayed beyond the period of forty-five (45) calendar days or an earlier date specified by the bidder in the bid/quote/proposal, such award shall be conditioned on an agreement by the successful bidder to extend the Bid, Quote, or Proposal award for one or more thirty (30) calendar day periods.
26. The bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to meet satisfactorily the requirements set forth or implied in the Bid, Quote, or Proposal.
27. The quantities listed in the Bid, Quote, or Proposal schedule may be increased or decreased by the Purchasing Agent to meet new or amended requirements of the Terrebonne Parish School Board between the time the Bid, Quote, or Proposal is issued and the time the award is made, subject to the bidder's acceptance.
28. Preference will be given to commodities produced, assembled, or manufactured in the State of Louisiana in accordance with state statutes. It shall be the responsibility of the bidder to declare any preference eligibility for any item(s) submitted with a Bid, Quote, or Proposal. Bids, Quotes, or Proposals being equal, preference will be given to resident bidders of Terrebonne Parish.
29. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discounts will not be taken into consideration in determining the low bidder except in the case of tie Bids, Quotes, or Proposals and then, only provided such discount is based on payment of invoice not less than thirty (30) days after satisfactory delivery and/or receipt of invoice, whichever is later.

30. The Terrebonne Parish School Board reserves the right to reject the Bid, Quote, or Proposal of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation.
31. The apparent low bidder shall furnish the certificate of insurance and any other information or documentation no later than ten (10) days after notification by Terrebonne Parish School Board of such. If the apparent low bidder does not submit the proper information or documentation as required within the ten-day period, such bidder shall be declared non-responsive, and Terrebonne Parish School Board may award the bid to the next lowest bidder, and afford the next lowest bidder ten (10) days from the date the apparent low bidder is declared non-responsive to submit the proper information and documentation as required by the bidding documents, and may continue such process until Terrebonne Parish School Board either determines the low bidder or rejects all bids.

CONTRACT

32. Each Bid, Quote, or Proposal will be received with the understanding that the *ACCEPTANCE* in writing by the school board agent of the offer to furnish any or all of the commodities or services described therein shall constitute a contract between the bidder and the Terrebonne Parish School Board, which shall bind the bidder to furnish and deliver the commodities or services at the prices given and in accordance with conditions of said accepted bid/proposal, specifications, standard bid/proposal contract terms and conditions, and the Terrebonne Parish School Board, on its part to order from such contractors, except for causes beyond reasonable control, subject to the availability of appropriate funds, and to pay for at the contract prices, all commodities or services ordered and delivered. The school board reserves the right to order up to ten (10) percent more or less, than the quantity listed in the bid/proposal or as amended in the award. The right of order percentage may exceed the reserved right of the ten percent upon agreement by the bidder.

The above referenced *ACCEPTANCE* is not an order to shop. By acceptance of a purchase order, the awarded vendor agrees to defend and hold harmless the Terrebonne Parish School Board from any or all claims made in connection with the completion of the goods and/or services listed on the purchase order. The vendor further agrees to waive any right of recovery for expenses incurred in defending and/or payment of any judgment imposed on the vendor.

33. Quantities are subject to order against contractors by school agencies not specifically mentioned, or to transfer between agencies subject to adjustment in the transportation cost, providing such transportation cost is based on separately determined delivery cost to individual agencies or as defined by law.
34. No alterations or variations of the terms of contract shall be valid or binding upon the Terrebonne Parish School Board unless made in writing and signed by their agent.
35. Contracts will remain in force for the full period specified and until all articles ordered before date of termination shall have been satisfactorily delivered and/or accepted (and thereafter until all terms and conditions have been met), unless:
 - A. Terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for.
 - B. Extended from written authorization of the agent and accepted by contractor to permit ordering of unordered balances or additional quantities at contracted price and in accordance with contract terms.
36. Contract quantities will be determined to have been ordered at expiration period according to contract terms. Contractor shall furnish the agent with a statement of all unordered balances at least ten (10) days prior to termination of contract.
37. It is mutually understood and agreed that the contractor shall not assign, transfer, convey, sublet, or otherwise dispose of his/her contract or his/her right, title, or interest therein, or his/her power to execute such contract to any other person, firm or corporation, without the prior written consent of the agent.
38. The placing in the mail to the address given in the Bid, Quote, or Proposal or delivery of a notice of award to a bidder will constitute notice of acceptance of contract; **validity shall be contingent upon insurance compliance, as per bid specifications.** (Reference 44. H.) When so requested, by the Agent, the contractor shall execute a formal contract with the Terrebonne Parish School Board for the complete performance specified therein.
39. **The contract may be canceled or annulled by the Agent if the**

Terrebonne Parish School Board, due to budget constraints, does not appropriate funding for the contract or upon nonperformance of contract terms. Any unfulfilled deliveries against such contract may be purchased from other sources at the contractor's expense.

40. Failure of a contractor to deliver within the time specified or within reasonable time as interpreted by the agent, or failure to make replacement of rejected commodities when so requested (immediately or as directed by the Agent) will constitute authority for the Agent to purchase rejected or undelivered commodities in the open market. The Agent reserves the right to authorize immediate purchase in the open market against rejections or excess overdue deliveries on any contract when necessary. On all such purchases, the contractor agrees promptly to reimburse the Terrebonne Parish School Board for excess costs associated by such purchases. However, should public necessity demand it, the Terrebonne Parish School Board reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.
41. When commodities are rejected, they must be removed by the contractor from the premises of the school board within forty-eight (48) hours after notification, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours will be considered abandoned, and the Terrebonne Parish School Board shall have the right to dispose of them as its own property.
42. Orders with contractors will be placed by agencies directly with the contractor. All orders shall be in writing and shall bear the contract number and/or purchase order number, and approval of the Terrebonne Parish School Board's Agent. Contractors making a delivery without a formal written order does so at his/her own risk.
43. The Agent reserves the right to remove from the mailing list for an intermediate period for future Bids, Quote, or Proposals the name of any bidder/contractor for failure to accept the contract and/or for unsatisfactory performance of the contract.
44. Contractor/Bidder hereby guarantees to:
 - A. Perform the contract in accordance with the Bid, Quote, or Proposal specifications and vendor's Bid, Quote, or Proposal under which the contract was awarded.

- B. Save the Terrebonne Parish School Board, it's agent, or employees harmless from liability of any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature, including costs and expenses for the use of any copyrighted or not copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee, or licensee, but not by way of limitation, attorney's fees, and court costs arising out of bodily injury to persons, including death or damage to tangible property, arising out of or incidental to the performance of this Bid, Quote, or Proposal (including goods and services provided thereto) by or on behalf of the successful bidder, whether or not due to or caused in part by the negligence or other culpability of the indemnitee excluding only the sole negligence or culpability of the indemnitee. The following shall be deemed the indemnitee: The Terrebonne Parish School Board, its board members, agents, and employees.
- C. Guarantee his/her products against defective material or workmanship, and to repair, or replace any damage or marring occasioned in transit.
- D. Guarantee that the items offered are the manufacturer's standard design in construction, and that no changes or substitutions have been made in the items listed in this contract.
- E. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he/she or his/her employees are responsible, to the premises or equipment, to his/her own work or to the work of other contractors.
- F. Pay for all permits, licenses, and fees, and to give all notices and comply with all laws, ordinances, rules, and regulations of the city, town, and parish in which the installation is to be made, and of the State of Louisiana.
- G. At bidder's own expense, carry proper insurance to protect the Terrebonne Parish School Board from loss. All insurance policies shall be issued by companies that have insurance licenses and authority to do business in the State of Louisiana and held in good standing by the latest information available to Louisiana Insurance Regulators or other Louisiana agencies, if any, performing such services.
- H. Upon request, provide Terrebonne Parish School Board's insurance agent with a certificate(s) to verify insurance coverage as required (See Attached Insurance Requirements). **Such certificate must be**

presented before any contract acceptance by the Terrebonne Parish School Board shall be valid. Neither approval nor failure to disapprove the insurance furnished by the successful bidder to the Terrebonne Parish School Board shall relieve the successful bidder of the responsibility to provide insurance as required in this Bid, Quote, or Proposal.

- I. The General Contractor shall be responsible, daily, for assuring that all of the Contractors' staff and employees, and any subcontractors' staff and employees, are legally documented to work in the United States of America and the State of Louisiana while working on Terrebonne Parish School Board projects and/or properties. The General Contractor shall be responsible for assuring that there is an English speaking Supervisor on site while working on Terrebonne Parish School Board projects and/or properties.

DELIVERY

45. It shall be understood and agreed that any or all commodities or services furnished comply fully with all applicable federal and state laws and regulations.
46. Any equipment delivered must be standard new equipment and latest model, except as otherwise stated in the specifications. Where any, part, or normal appurtenances of equipment is not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
47. Equipment, materials, and supplies delivered must be new and unused items, except as otherwise specifically state in Bid, Quote, or Proposal.
48. Delivery must be made as ordered and in accordance with Bid, Quote, or Proposal. If no delivery instructions appear on the order, it will be interpreted to mean prompt delivery and **if shipped by freight shall be FOB tailgate delivery, unless otherwise specified.** The decision of the Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the contractor.
49. Any request for extension of time of delivery from that specified must be approved by the Agent, such extension applying only to the particular item or shipment.
50. Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing, sacks, or pallets. Shipping containers are to

remain the property of the school board unless otherwise stated in the Bid, Quote, or Proposal.

51. Contractor should maintain an adequate supply of items in order to meet specified delivery.

INSPECTION AND TESTING

52. The inspection of all commodities and the making of chemical and physical tests of samples submitted with Bids, Quotes, or Proposals, and samples of deliveries to determine, whether or not the specifications are being complied with shall be made in the manner prescribed by the Agent.
53. Any item which fails, in any way, to meet the terms of the contract is subject to rejection or to be paid for at an adjusted price basis. The decision of the Agent shall be final.

INVOICES

54. Invoices will be submitted by the contractor to the Terrebonne Parish School Board and the invoice shall refer to the delivery ticket number, delivery date, purchase order, and/or release number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor **in triplicate** directly to the accounting department of the using agency. If applicable, invoices shall show the amount of state tax, parish tax, the cash discount; and shall be submitted on the contractor's own invoice.

PAYMENT

55. Payment is normally made 15-30 days from receipt of an approved and correct invoice.
56. Where there is a question of non-performance involved, payment in whole or in part against which to charge back any adjustment required will be withheld. In the event a cash discount is involved, the withholding of payment as provided herein shall not deprive the Terrebonne Parish School Board from taking such discount.
57. Payment will be made only after presentation of an approved invoice to the finance department. All invoices shall be sent directly to the Terrebonne Parish School Board and inquiries regarding the status of unpaid invoices shall be likewise directed to the finance department.
58. All charges against a contractor shall be deducted from current obligations that are due or may become due. In the event that collection is not made in this manner, the contractors shall pay the Terrebonne Parish School Board, on demand, the amount of such charges. All remittances shall be made payable to the Terrebonne Parish School Board.

59. Payment for the unused portion of an inferior delivery will be made by the Terrebonne Parish School Board on an adjusted price basis determined by the agent.

SAVING CLAUSE

60. It is understood and agreed that the contractor shall not be held liable for any loss resulting if the fulfillment of the terms of the contract, shall be delayed or prevented by wars, acts of public enemies, strikes, fire, floods, acts of God, or any other acts not within the control of the contractor and which by exercise or reasonable diligence.
61. Should the performance of any contract be delayed or prevented as set forth in the previous paragraph, the contractor agrees to give immediate written notice and explanations of the cause and probable duration of any such delay.
62. It shall be a requirement of the Terrebonne Parish School Board that any contracted vendor currently employing a person convicted of a sex offense as defined in Louisiana R.S. 15:541 when the victim is under the age of thirteen years shall not permit same employee to enter any Terrebonne Parish School Board property for the purpose of fulfilling work order or delivery of active contract. Violation of this provision shall be cause for immediate termination and/or cancelation of any contract or agreement with contracted vendor.

DEVIATION/ALTERNATIVE BID/PROPOSAL CLAUSE

63. Any deviation from the specifications listed in the Bid, Quote, or Proposal must be noted in detail and submitted in writing as specified or on a separate document with the Bid, Quote, or Proposal. It must include specific reasons as to why the deviation(s) will render equivalent or better performance and reliability. The deviation(s) must meet or exceed the details of the respective specifications(s). The absence of this specification deviation information will hold the bidder strictly accountable to the specifications as written. Failure to submit documentation of specification deviation shall be grounds for rejection of the item(s) when offered for delivery. A Terrebonne Parish School Board evaluation committee will review all deviations or alternates and reserves the right to be the sole authority for acceptance or rejection of deviations and/or alternate Bid, Quote, or Proposal.

BID/PROPOSAL FORM COMPLETION

64. Only paper Bids, Quotes, or Proposals written in ink or typed, and properly signed by a member of the firm or duly authorized representative will be accepted. Pencil figures, signatures, or photo copies of signatures on the Bid, Quote, or Proposal form submitted will disqualify the bidder. Do not submit a photo copy as an original Bid, Quote, or Proposal unless otherwise specified. Electronic digital signatures will be accepted only if specified.

ERASURES

65. The Bid, Quote, or Proposal submitted must not contain any erasures or corrections unless each correction is initialed by the person or persons signing the Bid, Quote, or Proposal in the margin immediately opposite the correction.

WARRANTIES

66. If specific warranties on equipment, vehicles, supplies, and materials specified are not required, they are to be standard manufactures and/or dealer's warranties. If full warranty is specified, it shall include parts, labor, and all other associated cost. Warranty shall be for all components of the related item, i.e. warranty on computer system shall include all components including, but not limited to, base processing unit, keyboard, mouse, monitor, speakers, drives, etc. With regard to a lease, to the extent permitted by law and contract, the successful bidder will assign and pass through without representation to Terrebonne Parish School Board the benefits of warranties, if any, of the supplier of the items for the duration of any lease in effect and there exist with no event of default thereof.

BID/QUOTE/PROPOSAL RESPONSE

67. In the event you cannot submit a response on the requirements, please return the request for Bid, Quote, or Proposal form with an explanation as to why you are unable to submit an offer. Also, please state whether you would like to receive future Bid, Quote, or Proposal bid packets, and include the correct address that will receive the Bid, Quote, or Proposal bid packet.

VENUE AND JURISDICTION FOR LITIGATION

68. Bidders and the Terrebonne Parish School Board do consent to and accept the venue and jurisdiction of the 32nd Judicial District, Parish of Terrebonne, State of Louisiana in the event of any dispute or lawsuit

arising as a result of this request for bids or proposals and any contract entered into or between bidder and Terrebonne Parish School Board as a result thereof.

INELIGIBILITY NOTIFICATION

69. Bidders must advise the agent if he/she or his/her principles is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transactions resulting from the award of this Bid, Quote, or Proposal by any federal department or agency.

INQUIRIES

70. Questions regarding these standard terms and conditions should be addressed to the Terrebonne Parish School Board's Purchasing Agent at P.O. Box 5097, Houma, LA, 70361.

INSURANCE REQUIREMENTS FOR VENDORS, SERVICE CONTRACTORS, OR PROFESSIONAL SERVICES

The required insurance shall be approved by the Terrebonne Parish School Board before any site work may commence.

I. Workers Compensation

- A. Limit of Liability
 - 1. Coverage A - Statutory requirements
 - 2. Coverage B - \$ 500,000 Employer's liability
- B. Endorsements
 - 1. USL&H (if any)
 - 2. Waiver of Subrogation in favor of the Terrebonne Parish School Board
 - 3. 30 day notice of cancellation

II. Comprehensive General Liability

- A. Limits of Liability
 - 1. Premises / Operations
 - \$ 1,000,000 per occurrence (BI & PD)
 - 2. Products / Completed Operations
 - \$ 1,000,000 per Occurrence (BI & PD)
 - 3. General Policy Aggregate (if applicable)
 - \$ 2,000,000
 - 4. Personal Injury
 - \$ 1,000,000 per occurrence
- B. Endorsements
 - 1. Explosion, collapse and underground (if applicable)
 - 2. Contractual
 - 3. Independent contractors
 - 4. Medical payments
 - 5. Broad from CGL Endorsement
 - 6. Terrebonne Parish School Board named as "Additional Insured"
 - 7. Waiver of Subrogation in favor or the Terrebonne Parish School Board
 - 8. Pollution exclusion removed for "Sudden & Accidental"
(Fuel, oil, lube, and chemical vendors)
 - 9. 30 day Notice of Cancellation

III. Automobile Liability

- A. Limit of Liability
 - 1. Combined single limit - \$1,000,000 each accident
- B. Endorsements
 - 1. Hired automobile liability
 - 2. Non-ownership liability
 - 3. Terrebonne Parish School Board named as "Additional Insured"
 - 4. Waiver of Subrogation in favor of the Terrebonne Parish School Board
 - 5. 30 day notice of cancellation

IV. Other Requirements

- A. Suitable coverage may be required if special conditions or exposure exist.
(i.e., Marine coverage, Property exposures)
- B. Current insurance certificate shall be on file with the Terrebonne Parish School Board and accepted by the Risk Manager.
- C. All policies are required to be on occurrence form basis, except those generally written ONLY on claims-made forms. (i.e., Professional, Errors & Omissions, etc.).