



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

Alan "Joe" Murphy
Superintendent

Steve Parrill
Assistant Superintendent

Jody Purvis
Assistant Superintendent

ADDENDUM NO. 1

February 27, 2019

Re: RFP #20-01 CNC Large Format Flatbed Cutter for LPPS Print Shop

This addendum is issued for the purpose of modifying and/or clarifying the referenced bid and should be acknowledged by vendors on the bid form.

Pages 2 – 9 of the bid package has been amended to correct the roman numerals associated with the various sections of the Instructions to Bidders. Section IV (as a section label) was omitted. The following documents have been amended to correct the previous omission. Only the Section number has changed. The content of each section has not changed from the original solicitation.

Denee T. Aydell
Purchasing & Billing Accountant
(225) 686-4209
denee.aydell@lpsb.org

TABLE OF CONTENTS

INVITATION TO BID	Page 3
INSTRUCTIONS TO BIDDERS	Page 4 - 9
Section I - Preparation of Bids	Page 4 - 5
Section II - Submitting of Bids	Page 5 - 6
Section III - Contracts and Purchase Orders	Page 6
Section IV - Change or Withdrawal of Bids	Page 6 - 7
Section V - Rejection of Bids	Page 7
Section VI - Awards	Page 7 - 8
Section VII - Delivery, Installation and Billing	Page 8
Section VIII - Workmanship	Page 9
Section IX - Insurance Requirements	Page 9
Section X - EEOC and ADA Compliance	Page 9
PRODUCT SPECIFICATIONS	Page 10
BID FORM - ALL FORMS MUST BE COMPLETED AND RETURNED WITH SEALED BID	Page 11 - 12
SUBSTITUTED ITEMS FORM	Page 13

**Please verify that you have all bid pages according to the table of contents.
If pages are missing please call (225) 686-4209 for replacement pages.**

INSTRUCTIONS TO BIDDERS

SECTION I PREPARATION OF BIDS

- A. BIDDER QUALIFICATION FORM.** Form must be complete and submitted in order to qualify the bidder.
- B. INSTRUCTIONS TO BIDDERS.** Defines conditions of the bid.
- C. ISSUING OFFICE.** This Invitation to Bid (ITB) is issued by and for Livingston Parish Public Schools, henceforth, sometimes referred to as LPPS, Livingston Parish School Board and/or Owner. LPPS is the sole contract for this ITB.
- D. GENERAL WORDING.** Where the words, “BIDDER”, “CONTRACTOR” or “VENDOR” are mentioned in these specifications, it shall be understood to refer to the individual or corporation submitting a bid and to whom a contract may be awarded. Where the words “OWNER”, “LPPS”, “DISTRICT” OR “SCHOOL BOARD” are mentioned in these specifications, it shall be understood to refer to LIVINGSTON PARISH PUBLIC SCHOOLS. Where the words, “SHALL” and “MUST” are mentioned in these specifications, a mandatory requirement is set forth. Where the word “MAY” is mentioned in these specifications, an advisory or permissible action is requested. Where the words, “SHOULD” and “ALLOWS” are mentioned in these specifications, a desirable action is requested.
- E. INCURRING COSTS.** LPPS is not liable for any cost incurred by the bidders prior to the issuance of a contract and accompanying purchase order.
- F. SPECIAL CONDITIONS.** Conditions found on succeeding pages always supersede the INSTRUCTIONS TO BIDDERS when the two are in conflict.
- G. BID PROPOSAL FORM.** Defines requirement of items to be purchased or work to be done. Must be completed and submitted as a part of this bid. The bidder’s name and signature must appear on all bid forms of the bid documents. Spaces are provided for this purpose.
- H. ITEM SPECIFICATION.** Specifying of a certain brand, make or manufacturer is to denote the quality, type and standard of the article desired. Articles offered must be new merchandise (unless specifically accepted) and must be of equal or a superior grade.

 - a. It is recognized there may be other brands that could likely serve the needs of the school system. However, it should be understood by the bidder that the use of brand names, numbers is to establish standards and styles of products that have been judged to meet the needs of the district. Such use of brand names is in no way designed or intended to restrict bidding but, contrarily, to invite bids of comparable products that would equally satisfy the requirements stated herein. Equivalent brands meeting the approval of LPPS will be accepted.

- b. If bidding other than brand/model specified, vendor shall enter "SUB" in the unit price field on the Bid Form then fill in the substituted item on the Substituted Items Form. If bidding items other than as specified, the bidder must furnish catalog or catalog cuts, descriptive literature, and catalog page #'s with the bid. Failure to do so shall prevent consideration of the item bid. If such literature is too large for the bid envelope, a separate envelope may be used by the bidder, provided the envelope is properly labeled and submitted with the bid. The Bid Number MUST be stated on the outside of the mailing envelope.
- c. Failure to submit descriptive information with bid will cause the bidder's bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer.

I. OBJECTIONS. Objections to the specifications or bid conditions must be filed in writing and received by the LPPS Purchasing Department at least five (5) business days prior to the date specified for acceptance of the bid.

SECTION II SUBMITTING OF BIDS

A. BID FORMS. All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided, properly signed. Bids in the following manner will not be accepted:

- a. Bid contains no signatures indicating intent to be bound.
- b. Bid completed in pencil; and
- c. Bid not submitted on the LPPS standard forms; and
- d. Bid forms with un-initialed scratch outs, white out, alterations.

B. PRICES. The bidder shall quote a net unit price only for each item with extended total for the quantity required. See BID PROPOSAL FORM FOR SPECIFIC PRICE QUOTATION FORM; PRICES MUST BE ON THE UNIT(s) designated.

- a. **FREIGHT.** All prices bid shall include platform delivery FOB Livingston Parish, La. All cartage, drayage, packing, etc. shall be delivered to and unloaded at the receiving station designated in the SPECIAL CONDITIONS or in the BID PROPOSAL FORM. All shipments must be received and accepted by a designated agent of the School Board.
- b. **INSTALLATION.** All prices bid shall include FULL SERVICE INSTALLATION. Full service installation consists of the bidder analyzing the storage areas and preparing an efficient layout of awarded items, installing the awarded items, and cleaning up after the installation.
- c. **DISCOUNTS.** Discounts for prompt payment as may be offered on the bid or on the invoice will be accepted, but these discounts will not be considered in evaluating bids for purposes of determining a low bidder unless all other factors are equal.

C. ELECTRONIC BIDS. Bids may be submitted electronically by visiting www.centralbidding.com.

- D. BID ENVELOPE.** If submitting paper bid, use the enclosed bid envelope. Complete the required information on the front of the envelope. Seal the bid inside the envelope. If no envelope was provided or the bid is being submitted in multiple envelopes then any and all envelopes shall be sealed and marked on the outside with the Bid #, Bid Name and the Bidder's Name.
- E. PLACE, DATE AND HOUR.** All bids shall be submitted to Livingston Parish Public Schools, Purchasing Dept. located at 13909 Florida Blvd., Livingston, LA 70754, or mailed to Post Office Box 1130, Livingston, LA 70754-1130.
- a. The specifications indicate the date and hour of the bid opening. Bids will be received until the stated date and time; late bids arriving after the stated date and time will not be considered.
 - b. All bids shall be either hand delivered by the bidder or his agent, or bids may be sent registered or certified mail with a return receipt requested or by regular mail.
 - c. **IMPORTANT** The responsibility for timely presentation (delivery) of bids rest solely with the bidder. Bids delayed through the mail and arriving after the stated date and hour cannot be accepted. It is the sole responsibility of the bidder to verify that the bid is delivered to the correct department/building and that the department/building will be open at the time their bid is expected to arrive.

SECTION III CONTRACTS AND PURCHASE ORDERS

- A. PURCHASE ORDERS.** If any bid is accepted, Purchase Orders will be issued by the Board for all products awarded.
- B. FAILURE TO PERFORM (DELIVER AND/OR SERVICE).** *Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract.* Where LPPS has determined the contract to be in default, LPPS reserves the right to purchase any or all products or services covered by the contract and to charge the contractor with cost, in excess of the contract price. The successful bidder in default will not be permitted to bid for a period of two (2) years on any business with Livingston Parish Public Schools.
- C. WAIVER.** Pursuant to the provisions of LRS 38:2216, bidders shall provide written documentation with the bid if claiming any part of these provisions.

SECTION IV CHANGE OR WITHDRAWAL OF BIDS

- A. CHANGE OR WITHDRAWAL PRIOR TO BID OPENING.** Should any bidder desire to change or withdraw his bid, he shall do so in writing to the Board. This communication shall be received prior to the date and hour of the opening.

- B. CHANGE AFTER BID OPENING BUT PRIOR TO BID AWARD.** After bids are opened, they may not be changed except to correct obvious errors or clerical mistakes. The bidder shall submit to the Board prior to the final award by the Board verification of the correct bid actually intended.
- C. WITHDRAWAL AFTER BID OPENING BUT PRIOR TO BID AWARD.** After bids are opened, a bidder may request that his bid be withdrawn for good cause. Such request must be submitted in writing to the Board prior to the final award by the Board.

SECTION V REJECTION OF BIDS

Subject to the provisions of R.S. 38:2214, Livingston Parish Public Schools reserves the right to reject any or all bids for just cause.

SECTION VI AWARDS

- A. BASIS FOR AWARDS.** The recommendations are based on an evaluation of bids submitted and a contract/purchase order will be awarded by the Board to the lowest responsive and responsible bidder on an **individual line-by-line** basis taking into consideration the quality of the products to be supplied, their conformity with specifications, the purpose for which they are required, and the time of delivery.
- B. BID PROPOSAL EVALUATION.** Bids will be evaluated for completeness. Bidders are encouraged to submit their bid proposals as clearly and concisely as possible so a thorough evaluation can be made. Livingston Parish Public Schools reserves the right to accept or reject any proposal for cause.
- C. TIE BREAKER.** In the event of a tie, awards will be made to the vendor meeting specifications in the following manner:
- a. Bidder located in parish will have 1st preference.
 - b. Bidder located in state, second;
 - c. Service history of the company and length of time in business. The company that has been in business longer with an exceptional service record will be recommended to the board not withstanding “a”, “b”, and/or “c” respectively.
- D. INCREASE OR DECREASE IN BID QUANTITY.** The quantities listed are estimates; we reserve the right to adjust these quantities as needed. However, no new items not listed herein shall be added to any order created from this bid.
- E. OFFICIAL AWARD DATE.** Awards become official at the time bids are accepted by the Board.

- F. FILING OF OBJECTION.** Any objection to an award by the Board must be filed in writing and must be received by the LPPS Purchasing Department no later than 9:00 a.m. on the first Tuesday following the official award. In the event LPPS is closed on the first Tuesday following the official award, an objection to an award should be submitted the next business day.
- G. NOTIFICATION OF AWARD.** The purchase order and/or contract mailed or delivered to the successful bidder(s) is the official authorization to deliver materials described therein; and the time allowed for delivery begins with the date of the bid acceptance and approval by the Board whether or not a purchase order or number has been issued.
- H. LOUISIANA PREFERENCE.** In accordance with L.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 of the state." Bidders supplying products qualifying for preference shall so state on the bid form and shall specifically identify the location of the manufacturing plant or operation that produces, grows, or manufactures the Louisiana products. If not so stated on the bid form by the bidder, preference will not be given.

SECTION VII DELIVERY, INSTALLATION AND BILLING

- A. DELIVERY AND INSTALLATION PART 1:** Delivery and installation for all equipment/supplies herein specified shall be completed within 4 – 6 weeks after receipt of order. The successful bidder shall agree to commence preparations for the work required upon notification that the bid has been approved by the Board.
- B. DELIVERY AND INSTALLATION PART 2:** Delivery of items listed herein of this ITB shall be delivered as specified in bid between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday with the exception of holidays. Merchandise shall be unloaded by the successful bidder at the designated delivery point and received there by a designated agent of the owner. A delivery ticket or copy of the invoice shall accompany each delivery.
- C. RECEIVING, INSPECTION AND TESTING.** Delivered items which do not fulfill all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful bidder at no cost to the School Board.
- D. INVOICES.** Invoices must be those of the successful bidder and must show the purchase order number, complete unit description, quantity, price and total. All invoices shall be submitted to Livingston Parish Public Schools, Purchasing Dept., P.O. Box 1130, Livingston, LA 70754-1130. If applicable to this purchase, Federal tax exemption certificates will be signed by Livingston Parish Public Schools.

SECTION VIII WORKMANSHIP

All skilled labor shall be performed in the best and most workmanlike manner by factory mechanics skilled in their respective trades, thus producing results of the first class only. The School Board must be satisfied with the manufacturers' credentials prior to beginning work.

SECTION IX INSURANCE REQUIREMENTS

Bidder will be required to furnish LPPS with certificates of insurance as proof of coverage required below. The certificates are to be received and approved before work commences. LPPS reserves the right to require complete certified copies of all required policies, at any time. Additionally, Bidder should add LPPS as a named insured on their insurance policy.

Required minimum coverage:

- A. Worker's Compensation – As required by Louisiana State Statute, \$1MM/\$1MM/\$1MM
- B. Commercial General Liability - \$1MM Combined Single Limit per Occurrence for bodily injury and property damage
- C. Comprehensive Automobile Liability – Bodily Injury Liability \$1MM each person; \$1MM each occurrence. Property Damage Liability \$1MM each occurrence.
- D. Umbrella Liability Coverage – An umbrella policy or excess may be used to meet minimum requirements

SECTION X EEOC AND ADA COMPLIANCE

Bidder shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees. Any act of discrimination committed by the Bidder, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination in this contract.

LPPS encourages the participation of small businesses, disadvantaged business entities, minority owned firms and women business enterprises (MWBES) to participate in this proposal. All vendors contracting with LPPS for this project are likewise encouraged to use MWBEs as part of their proposals to provide services and materials for this project. This project is funded in whole or in part by Federal Grants, the Contractor shall comply with the appropriate Federal Requirements. 2 CFR §200.326 and 2 CFR Part 200, Appendix II, Required Contract Clauses.