

**MONROE CITY SCHOOL BOARD
POST OFFICE BOX 4180 – 2006 TOWER DRIVE
MONROE, LOUISIANA 71211-4180**

TELEPHONE: (318) 325-0601

FAX: (318) 812-3605

BID NO. MC26-01

BID TITLE: INSTRUCTIONAL SUPPLIES

**BIDS WILL BE ACCEPTED UNTIL
9:00 A.M. CST ON TUESDAY, SEPTEMBER 9, 2025**

NAME OF VENDOR SUBMITTING THIS BID:_____

MC26-01.BID

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1. PREPARING OF BIDS

1.1 Bidder Qualification Form

This appears at the end of the BID PROPOSAL and must be completed and made a part of the bid in order to qualify the bidder. The information that follows is required.

- *Bidder=s Form of Business Organization*
Required solely for preparation of any contract documents for successful bidder.
- *Bidder Certification and Identification*
Failure to indicate the bidder=s exact legal name may rule the bid irregular. **An unsigned bid is considered “a no bid.”**
- *Assignment*
The submission of a bid under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract, I/We hereby convey, sell, assign and transfer to the State of Louisiana all rights title and interest in and all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the State of Louisiana pursuant to this purchase made by its agency, The Monroe City School Board.

1.2 Instruction To Bidders

These instructions define the condition of the bid solicitation and specification of the goods or services desired.

1.3 Special Conditions

Special Conditions found on succeeding pages, always supersede the INSTRUCTIONS TO BIDDERS when the two are in conflict.

1.4 Bid Proposal Form

Defines requirements of items to be purchased or work to be done and must be completed and submitted as a part of this bid. The **BIDDER** shall sign the **BIDDER QUALIFICATION FORM** and the **PREFERENCE FORM** in the spaces in accordance with LRS 38:2212.0, and return both the Bid Proposal Form and Bidder’s Qualification Form.

- *Item Specifications*
Specifying 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 expected) and must be of equal or superior grade.
 - It is recognized there may be other brands that could serve the needs of the school system. However, it should be understood by the bidder that the use of brand names and numbers in the specifications is to establish standards and styles of products that have been judged to meet the need of the school system. Such use of brand names is in no way designed or intended to restrict the bidding, but contrarily, to invite bids of comparable product that would equally satisfy the requirements stated herein. It is permissible to bid another brand, make and model product for evaluation as an approved equal to the specified brand. Equivalent brands that meet the approval of the Board will be accepted.
 - The specifications are general in nature, and are not meant to exclude any responsible bidder from bidding. Minor variations from the specifications, not affecting quality or serviceability, will be considered. Bidder should note the exception(s) to the bid specification (s) and the proposed difference(s) to be offered inside the sealed bid envelope with a separate page marked Exceptions@. Monroe City Schools and its approved agent(s) shall be the sole determiner of the suitability and/or quality of any deviation(s) from the specifications. Changes not noted will not be accepted after the awarding of the bid. Bidders are encouraged to call Mr. James Kelley, Purchasing Manager, at (318) 325-0601 Ext. 3034, for any questions, clarification or to determine the suitability/acceptability of proposed deviations prior to submitting the bid.

- *Bidders Identification of Product Bid*
On blank lines provided, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information necessary to identify sufficiently and complete the articles offered. Failure to do so may prevent consideration of the item bid.

Required Samples

- **All items indicated as requiring a sample must have sample provided at/before bid opening.** Each sample shall be identified with bidder's name, bid proposal number, bid item number, product trade name and identification. Failure to provide required sample shall be grounds to reject bid item without further recourse. If bidding as specified samples are not required.

- *Required Literature*

When the bid invitation is soliciting a bid for a product (as opposed to a service), **each bidder is to enclose complete descriptive information to fully identify the product quoted. This may be in the form of a catalog, manufacturer's brochure, specification sheet, cut sheet, schematic, or other brand or product information. Failure to do so may prevent consideration of the item bid.**

- *Correction of Bidding Documents*

Upon examination of the bidding documents, bidders shall promptly notify the Purchasing Manager of any ambiguity, inconsistency or error which they may discover. Interpretations, corrections and changes to the bidding documents will be made by addendum. Interpretations, corrections or changes made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

- *Addenda*

Addenda are written instruments issued by the Monroe City Schools prior to the date for receipt of bids which modify or interpret the bidding document by additions, deletions, clarification or corrections. All addenda issued by the Monroe City Schools shall become a part of the specifications and will be made part of the contract.

- Addenda will be mailed, delivered or faxed to all who are known by the Purchasing Manager to have received a complete set of bidding documents.
- Copies of addenda will be made available for inspection wherever bidding documents are on file.
- No addenda will be issued later than seven (7) days prior to the date and time for receipt of bids except an addendum withdrawing the request for bids or one which includes postponement of the date of receipt of bids.
- Each bidder shall ascertain prior to submitting a bid that it has received all addenda issued, and the bidder shall acknowledge their receipt in its bid.

2. SUBMITTING THE BID

2.1 Bid Forms

Bid submitted by mail must be on the forms furnished by the Board. **A complete Bid Packet, which consist of the Bid Proposal Form, and Bidder's Qualification Form and Preference Form sheet (if applicable) and the Exception Form. Bid can be submitted by electronic bid @ www.bidexpress.com.**

2.2 Bid Envelope

The bid submitted in a **sealed envelope addressed to James Kelley, Purchasing Manager with the name and number of the bid and date of opening plainly shown on the face of the envelope. FAX bids will not be accepted.**

2.3 Prices

All prices must be fixed prices. All prices and notations must be in ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the crossed out error. Any correction shall be initialed in ink by the person signing the bid. The bidder shall quote only a net unit price for each item specified. The unit of purchase will be indicated on the BID PROPOSAL

FORM. Where directed to do so ON THE BID PROPOSAL FORM, the bidder shall extend the unit price times the quantity to obtain and show a TOTAL NET BID.

2.4 Discount

Discount for prompt payment as may be offered on the bid or on the invoice will be accepted. These discounts will not be considered in evaluating bids for purposes of determining a low bidder unless all other factors are equal.

2.5 Place, Date and Hour

All bids shall be submitted to the Monroe City School Board, Purchasing Department, 2006 Tower Drive, Monroe, Louisiana 71201 or online bids submitted to www.bidexpress.com.

- The first page of the bid invitation and the BID PROPOSAL FORM designate the name and number of the bid and the date and hour of the bid opening. Bids will be received until the stated date and time. Irrespective of the reason, bids arriving after the stated date and time will not be accepted.
- **Bids that are hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or bids may be sent by registered or certified mail with a return receipt requested or by regular mail or online.**
- **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.

3 CHANGE OR WITHDRAWAL OF BIDS

3.1 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 Purchasing Department. This communication shall be received prior to the date and hour of the Bid Opening.

3.2 Change After Bid Opening, But Prior to Bid Award

After bids are opened, they may not be changed except to correct patently obvious mathematical or clerical mistakes. Verification of the correct bid actually intended shall be submitted by the bidder to the Purchasing Department prior to the final award by the Board.

3.3 Withdrawal After Bid Opening But Prior to 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 Purchasing Department prior to the final award by the Board.

4 MINORITY BIDDERS

If the bid of a minority bidder is within 10% of the low bid, Board may award the bid to the minority bidder provided that (1) the goods and/or services offered by the minority bidder meet all specifications and (2) the minority bidder agrees to meet the bid price of the low bidder.

Any provision of this policy which conflicts with the minority set-aside program established by the Board or any rule, regulation or policy adopted to implement said program, shall not be enforced.

5 EXCLUSION/REJECTION OF BIDS

The School District, 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 (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. 38:2227.

In awarding bids or contracts, the School District 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, plead guilty or nolo contendere to any a 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.

Any contract between the School District 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.

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.

6 REJECTION OF BID

The Monroe City School Board reserves the right to reject any or all bids and to waive any informalities.

7 AWARDS

7.1 Basis For Award

The recommendation for a bid award is based on an evaluation of the bids submitted, and a contract/purchase order will be awarded by the Board to the responsible and responsive bidder with the lowest bid per item and who has complied with all requirements.

7.2 Availability of Bid Information

At a public opening within the School Board Offices, bids will be read aloud and then compiled in tabular form, a copy of which will be available for examination in the Purchasing Department or online. Recommendations for the award(s) will also be available for examination.

7.3 Increase or Decrease In Bid Quantity

At the time of award and with mutual consent of the Purchasing Department and the vendor, the quantity of any item(s) included in the bid may be increased by twenty percent (20%) or decrease by ten percent (10%) without Board approval. Any greater increase or decrease shall require Board approval.

7.4 Official Award Date

Awards become official at the time bids are accepted by the Board.

7.5 Filing Of Objection

Any objection to an award by the Board must be filed in writing and must be received by the Purchasing Department no later than 9:00 A.M. on the first Monday following the official award.

7.6 Notification Of Award

The purchase order and/or contract mailed or delivered to successful bidder(s) is/are official authorization to delivery material 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 number has been issued.

7.7 Louisiana Preference

In accordance with LRS 38:2252, APreference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quantity being equal to articles offered by competitors outside of the state.®

7.8. Preference Bidders, Please Note

LRS 38:2251, Act 693 of 2001, on agricultural (food) or forestry (paper) products there is a mandatory preference for Louisiana products of 10%. To claim preference the bidder MUST fully comply with all requirements and conditions of the law. The bidder shall do the following:

- Identify the specific Louisiana product by bid item number on the BID PROPOSAL FORM. If not so stated on the BID PROPOSAL FORM, preference will not be given.
- Show the full name and complete address (location) of the manufacturer, processor, producer or assembler on the BID PROPOSAL FORM. If not so stated on the BID PROPOSAL FORM, preference will not be given.

7.9 Hold Harmless Clause

It is understood and agreed that Bidder, if awarded the subject contract, will protect, defend and hold harmless the MCSB, its members agents and employees, from any claims, suits or demands for payment that maybe brought for the use of any patented or copyrighted material, device, article or process, or any material that is a trade secret, that may enter into the design, manufacture, or use of which is substantially important to the proper and most effective use of the items or services contracted for. Bidder further agrees to indemnify in full the MCSB, its members, employees and agents for any amounts which they may be required to expand

in the defense of such claims, suits or demands, or in settlement thereof, or in satisfaction of any judgment, award or decree resulting therefrom.

Bidder agrees, if awarded the subject contract, to protect, defend and hold harmless the MCSB, its members, agents and employees, from any claims, demands or suits of any nature arising from or in any way connected with injury or damage to person, business or reputation, sustained by reason of any of the acts of Bidder, his agent, employees, or assigns, or of anyone for whom the Bidder is legally responsible.

8. DELIVERY AND BILLING

8.1 Delivery

With the exception of Saturdays, Sundays, and holidays, deliveries shall be platform delivered F.O.B. Monroe City School Board, 2101 Roselawn Avenue, Monroe, Louisiana 71201. A delivery ticket or copy of the invoice shall accompany each delivery. MCSB does not have a loading dock. Therefore all items shall be shipped **on skids/pallet properly wrapped and prepared for loading and unloading and the skids/pallets shall be placed at the back of the truck.**

8.2 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.

8.3 All materials must be received within **forty-five (45) business days after the date of the purchase order. Orders will be canceled if not delivered in a timely manner.**

8.4 Invoices

Invoices must be those of the successful bidder and must show the purchase order number, bid number, complete unit description, quantity, price and total. All invoices shall be submitted in duplicate to the Monroe City School Board, Accounts Payable Department, Post Office Box 4180, Monroe, Louisiana 71211-4180.

8.5 Payment

Unless otherwise specified payment will be made within thirty (30) days after delivery, authorized inspection and acceptance. Payment will be made only to the successful bidder.

8.6 Discounts

Discounts offered for prompt payment will be accepted, but these discounts will not be considered in evaluation bids unless all other factors are equal.

8.7 Federal Tax Exception

If applicable to this purchase, federal tax exemption certificates will be signed by the Monroe City School Board.

9. DETERMINATION OF BIDS

9.1 Bidders are requested to bid on either items. Bid shall be awarded by separate item.

9.2 Each bidder is to be responsible for the accuracy of his bid, and the school board will assume that the total net bid for each item is a correct and legitimate quotation.

9.3 If all other factors are equal, tie bids will be decided on the basis of an equal split or drawing of lots, unless only one local bidder is involved. In the case, preference will be given to the local bidder.

10. RESERVATIONS BY THE BOARD

- 10.1** Limited funds are budgeted for the purchase of these items. Should the bid price be more than anticipated, the Board reserves the right to reduce the quantity as appropriate to remain within the budgeted allocation for the purchase.
- 10.2** The Monroe City School Board may reject any bid for failure by the bidder to comply with any requirement stated herein or as appearing in the BID PROPOSAL FORM or in the general bid conditions or in any attachment thereto which becomes part of the bid.

**MONROE CITY SCHOOL BOARD
JAMES KELLEY
PURCHASING MANAGER**

MONROE CITY SCHOOL BOARD
MONROE, LOUISIANA
BID PROPOSAL FORM
BID TITLE: INSTRUCTIONAL SUPPLIES
DATE: 9:00 A.M. CST ON TUESDAY, SEPTEMBER 9, 2025

BID FORM: this proposal shall be executed and submitted in accordance with the specifications, and all articles and requirements contained herein shall remain and become a part of the contract for this material. All appropriate blanks shall be filled in.

MONROE CITY SCHOOL BOARD
POST OFFICE BOX 4180
MONROE, LOUISIANA 71211-4180

Ladies and Gentlemen:

In accordance with your invitation for bids on **Instructional Supplies** and after having examined the specification and conditions, we hereby propose to purchase as specified and in accordance with the specifications and conditions for the amount shown herein.

Item	Qty.	Specifications	Unit Price	Total Price	Louisiana Preference
1.	1000 sets	Dry-Erase Markers , Four color chisel and fine tip set, enamel or melamine boards, glass, and dry erase surfaces, wipes off with cloth, tissue, or eraser, low-odor, minimum of four per box, Sanford, EXPO Vis-A-Vis, Bic or approved equal. Sample Required.			
		A. Chisel Tip			
		Brand Bidding _____	\$ _____ Per set	\$ _____	
	1000 sets	B. Bullet Tip			
		Brand Bidding _____	\$ _____ Per set	\$ _____	

6.	500 boxes	Colored Pencil, 12 count box, Crayola or equal. Brand Bidding _____	\$ _____ Per box	\$ _____	
7.	1000 packages	Highlighters , desk style, 4 pack, assorted colors, Avery or equal. Brand Bidding _____	\$ _____ Per package	\$ _____	
8.	1000 boxes 1000 boxes 1000 boxes	Binder Clips , steel, handles flip up, 12 clips per box, color black. A. Mini Size, 9/16 in B. Small Size, 3/4 in C. Medium 5/8 in	\$ _____ Per box \$ _____ Per box \$ _____ Per box	\$ _____ \$ _____ \$ _____	
9.	1000 pouches	Pencil Pouch , carry all, fits three ring binders, 8 x 10 size, assorted colors, plastic. Model No. CHL-76370 or approved equal. Sample Required. Brand Bidding _____	\$ _____ Per pouch	\$ _____	
10.	2000 boxes	Facial Tissue , 100 sheets per box, facial tissues, two-ply, non-recycled, high quality, premium softness and absorbency. Brand Bidding _____	\$ _____ Per box	\$ _____	
11.	1000 each 1000 each	Binders, 1” three ring binders (black), presentation style. Black White	\$ _____ Per each \$ _____ Per each	\$ _____ \$ _____	

12.	1000 each	Binders, 2” three ring binders, presentation style. Black	\$ _____ Per each	\$ _____	
	1000 each	White	\$ _____ Per each	\$ _____	
13.	1000 each	Binders, 1.5” three ring binders, presentation style. Black	\$ _____ Per each	\$ _____	
	1000 each	White	\$ _____ Per each	\$ _____	
14.	200 packages	Index Cards, 4 x 6 ruled, white, 100 card per pack.	\$ _____ Per package	\$ _____	
15.	1000 packs	Standard Staples, 1/4”, 5000 per box, 10 boxes per pack.	\$ _____ Per pack	\$ _____	
16.	1000 packs	Glue Stick, non-toxic odorless and permanent, size .75 ounces, minimum size, (24 per pack) Elmer’s or equal. Brand Bidding _____	\$ _____ Per pack	\$ _____	
17.	166 packs	School Glue, washable, 4 ounce size, (12 per pack) Elmer’s or an approved equal. Brand Bidding _____	\$ _____ Per pack	\$ _____	
18.	500 boxes	#10 Envelopes (without windows), white 500/box Brand Bidding _____	\$ _____ Per box	\$ _____	

We understand that Monroe City Schools does not have a loading dock and all items shall be shipped on pallet/skids properly wrapped and prepared for loading and unloading. And that these pallet/skids should be placed at the back of the truck.

We have included samples.

SUPPLEMENTARY STATEMENTS. We understand that supplementary statements dealing with the price quotation as attached to the bid form will be ignored.

BIDDER CERTIFICATION AND IDENTIFICATION. I/We certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same material, supplies or equipment, and is in all respects fair and without the firm or businesses submitting this bid are at the same time connected with or employed by the Monroe City School Board.

ASSIGNMENT: The submission of a bid under the terms of these specifications constitutes agreement to the following antitrust provision: For good cause and as consideration for executing this purchase and/or contract. I/we hereby convey, sell, assign and transfer to the State of Louisiana all rights title and interest in and all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the State of Louisiana pursuant to this purchase made by its agency, The Monroe City School Board.

LOUISIANA PREFERENCE: for any agricultural (food) or forestry (paper) products manufactured, processed produced or assembled in Louisiana as defined by LRS 38:2251 (A) and (H) and for which I/We have claimed preference, I/We have identified the items by bid item number on the BID PROPOSAL FORM, shown the full name and complete address (location) of the manufacturer, processor, producer or assembler, and the percent of the preference being claimed. I/We further agree to sell the products at the same price as the lowest bid offered on such products provided this bid is within ten percent (10%) of the lowest acceptable bid meeting specifications.

PUBLIC BID LAW (R.S. 338:2211-2221) requires that each bid shall either be hand delivered by the bidder or his agent to the Purchasing Manager, Monroe City Schools, 2006 Tower Drive, Monroe, Louisiana 71211-4180 in which instance the deliver shall be handed a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. If mailed, send to: Purchasing Manager, Monroe City School Board, Post Office Box 4180, Monroe, Louisiana 71214-4180 prior to bid date and opening time.

IMPORTANT -- OUR QUOTATIONS HAVE BEEN CHECKED FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS BEFORE SUBMITTING, AND THE BIDDER QUALIFICATION FORM has been complete, signed and is attached and made a part of this BID PROPOSAL FORM.

SPECIAL CONDITIONS

LOUISIANA R.S. 38:2251 AS AMENDED

Louisiana R.S. 38.2251 as amended provides that preference shall be given for food or paper products produced manufactured, grown or processed in Louisiana, quality being equal to articles offered by competitors outside of the state.

PREFERENCE

- (1) Produce shall be grown, canned or frozen in Louisiana.
- (2) Eggs shall be laid in Louisiana.
- (3) Meat and meat products shall be processed in Louisiana from animals which are alive at the time they enter the processing plant.
- (4) Meat and meat products which are further processed in Louisiana under the grading and certification service of Louisiana Department of Agriculture
- (5) Seafood and seafood products shall be produced from seafood which is:
 - (a) Harvested in Louisiana seas or other Louisiana waters: or
 - (b) Harvested by a person who holds a valid appropriate commercial fishing license issued under R.S. 56:1 et. seq.
- (6) Domesticated catfish shall be processed in Louisiana from animals which were grown in Louisiana.
- (7) Domestic catfish which are processed in Louisiana but grown outside of Louisiana.
- (8) All other products shall be produced, manufactured, or assembled in Louisiana.
- (9) Milk and dairy products produced or processed in Louisiana.

To qualify for a preference, the bidder must complete and sign the attached special conditions form and return with the bid.

SPECIAL CONDITIONS CONTINUE ON THE NEXT PAGE

SPECIAL CONDITIONS
RETURN THIS PAGE WITH BID

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

Specify percent of preference claimed, contract item number(s) to which preference applies, the name of the producer or supplier to you, and location within Louisiana where the product(s) is (are) grown, produced, or manufactured as appropriate to the item.

PERCENT OF PREFERENCE CLAIMED	ITEM NUMBER	PRODUCER/ MANUFACTURER/PROCESSOR	LOUISIANA LOCATION

I certify that the above information is true and accurate and that the bidder is entitled to the preference claimed.

SIGNATURE

IN ORDER TO QUALIFY FOR A PREFERENCE THE BIDDER MUST SUPPLY THE ABOVE INFORMATION AND THE ABOVE CERTIFICATION MUST BE SIGNED.

**BIDDER QUALIFICATION
(FORM OF BUSINESS ORGANIZATION).**

The form of business organization under which this bid is submitted is as follows:

A CORPORATION incorporated under the laws of the State of _____ and (is) (is not) authorized to do business in the State of Louisiana.

A PARTNERSHIP. Names of Partners: _____.

AN INDIVIDUAL trading and doing business under a name and style other than his own. The Owner=s Name is: _____

I/WE HAVE CHECKED THIS BID FOR MATHEMATICAL AND TYPOGRAPHICAL ERRORS, and the undersigned agrees.

(Please Type or Print Below)

LEGAL NAME OF BIDDER _____

CONTRACTOR LICENSE NUMBER _____

CONTRACTOR TAX IDENTIFICATION NUMBER _____

MAILING ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

BY (SIGNATURE) _____

NAME (TYPED/PRINTED) _____

TITLE OR SIGNER _____

DATE BID SIGNED _____

ACKNOWLEDGMENT OF ANY ADDENDA RECEIVED:

ADDENDUM NO. _____ DATE: _____

ADDENDUM NO. _____ DATE: _____