



CENTRAL COMMUNITY SCHOOL SYSTEM
10510 Joor Road • Suite 300 • Central, LA 70818
P.O. Box 78094 • Central LA 70837
225-262-1919 • www.centralcss.org



Child Nutrition Program Bid
2020-2021

INVITATION TO BID BY SEALED BID

BIDS REQUESTED:

Paper and Cleaning Supplies; Auto-Dispensed Cleaning Chemicals; and Small Equipment
Contract Time Period: July 1, 2020 to June 30, 2021

PUBLIC BID OPENING DATE AND TIME (CST):

Wednesday, April 8, 2020 at 10:00 am CST

GENERAL RULES, CONDITIONS AND INSTRUCTIONS TO BIDDERS
FOR PAPER AND CLEANING SUPPLIES; AUTO-DISPENSED CLEANING CHEMICALS; AND SMALL EQUIPMENT

SECTION I: INSTRUCTIONS

The general rules and conditions that follow apply to all purchases and become a part of each formal invitation to bid, purchase order or other award issued by the Central Community School System, Child Nutrition Program, unless otherwise specified. Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids; failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error.

Sealed bids will be received by the Central Community School System, Child Nutrition Program, 10510 Joor Road, Suite 300, Baton Rouge, Louisiana, 70818 or submit electronically to Centralauctionhouse.com up to 10:00 A.M. Central Standard Time on **Wednesday, April 8, 2020** for providing paper and cleaning supplies; auto-dispensed cleaning chemicals, and small equipment items to Central Community Schools.

1. All bids shall be submitted sealed to the Central Community School System, Child Nutrition Program on or before the above time and date. Bids received after the date and time designated for opening of bids, or any bid received unsealed, will not be considered. At the above time and place, bids will be publicly opened, including electronic bids at the Central Community School System office, 10510 Joor Road, Suite 300, Baton Rouge, Louisiana 70818.
2. Enclosed are "Computerized Bid Quotation Forms," Specifications, General Rules, Conditions, Certification Statements and Instructions to Bidders. Bids shall be submitted in strict accordance with

the specifications and instructions. Bids shall be submitted only on the forms provided. Please sign and return all documents where a signature is required, including the "Computerized Bid Quotation Form." A signature on these documents is required to complete the formal bid. All information on the bid form must be supplied to constitute a regular bid. Return only one copy. **Bids must be signed by a duly authorized representative of the firm and returned in a sealed envelope marked "PAPER AND CLEANING SUPPLIES BID"; "AUTO-DISPENSED CLEANING CHEMICALS BID" or "SMALL EQUIPMENT BID" and indicating the date and hour of opening.**

3. The bid form must be typed or completed in ink. Any corrections must be made by drawing a line through the error and writing in the correction. **All corrections must be initialed by the person signing the bid.** No corrections by erasure or use of correction fluid are allowable. Bids must be manually signed to be considered. **DO NOT FAX OR EMAIL YOUR BID.**
4. The bidder shall be solely responsible for the timely furnishing of bids. Late bids will not be accepted. The Board and/or The Child Nutrition Program shall not be responsible for late receipt of bids.
5. The quantities of items specified are only indicative of the Child Nutrition Program's present estimate, based upon quantities used last school year. The Child Nutrition Program binds itself to take, and the contractor agrees to supply, **ONLY** what is actually required by the schools for the school session, 2020-2021.
6. The prices quoted shall include handling and delivery to Central Community Schools. **UNIT PRICE SHOULD NOT EXCEED FOUR (4) DECIMAL POINTS.** A listing of schools, addresses and managers' names are attached in this packet and online at www.Centrallauctionhouse.com.
7. Errors in quoted prices or in the preparation of the bid will not relieve the vendor except as provided under Louisiana Revised Statutes.
8. If the bidder quotes a unit price and a total price for the same item and there is a discrepancy between the unit price and the total price, the unit price will stand as the bid price.
9. The Central Community School System, Child Nutrition Program, will open bids publically of all timely submitted bids. During the bid opening, bids will be available for public viewing. Bid awards will not be announced at the opening of the bid. No opinions concerning the ultimate contract award will be given at the Bid opening or during the evaluation process.
10. Bidders submitting a response to the solicitation, whether successful or unsuccessful, will be provided a copy of the bid award results by email or U.S. Postal Mail.
11. Bidder is required to maintain all records for three (3) years after final payment and all other pending matters (audits) are closed for all negotiated contracts.
12. Bidder is required to allow access by duly authorized representatives of the Central Community School System, State Agency, United States Department of Agriculture, and/or the Comptroller General to any books, documents, papers, and records of the contract which are directly pertinent to all negotiated contracts.