

**SPECIFICATIONS AND BID FORM FOR
PAPERBACK BOOKS, BID #13-10**

Sealed bids will be received by the Lafayette Parish School System (LPSS) Purchasing Department, 113 Chaplin Drive, Lafayette, LA up to 3:00 p.m. C. S. T., on July 16, 2009 for Paperback Books.

All bids shall be submitted sealed to the LPSS Purchasing Department on or before the above time and date, at 113 Chaplin Drive, Lafayette, LA 70508/ P.O. Drawer 2158, Lafayette, LA 70502 with a sealed envelope plainly marked "Sealed Bid 13-10, Paperback Books, opening July 16, 2009 at 3:00 p.m.".

ALL BIDS SHALL BE SENT BY REGISTERED OR CERTIFIED MAIL WITH A RETURN RECEIPT REQUESTED. At the above time and place bids will be publicly opened and read aloud in the Personnel Conference room.

I. General Qualification of Bidder

- A. All vendors submitting bids must be engaged in the regular business of book sales, either wholesale or retail.

II. General Information

- A. The bidder will provide a brief description of services designed to aid in the selection and ordering of books.
- B. LPSS reserves the right to return for credit any book(s) ordered which are defective or considered unsuitable after examination by appropriate school authority.
- C. The bidder will describe discount policy using publisher's list price as base.
- D. The bidder will describe billing practices to include cancellation, back orders, and credit adjustments.
- E. Bids shall be submitted without state, city, or parish taxes.
- F. Vendors shall not require a minimum order quantity.

III. Ordering

- A. Purchase orders will be issued as required throughout the period of this contract and will become an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated.
- B. LPSS will be responsible for payment of books that have been ordered using a LPSS purchase order.
- C. Individual schools will be responsible for payment of books that have been ordered using a school purchase order.

IV. Bid Award

- A. The bidder who proposes the most advantageous discount schedule and delivery time will be awarded the book business covered herein.

V. Delivery

- A. Delivery is of prime importance since the majority of these books are being used as a part of the English curriculum.
- B. The successful bidder must be able to deliver within ten (10) days ARO.
- C. Bids are to include delivery to the various schools in Lafayette Parish and the LPSS warehouse.
- D. All books are to be shipped F.O.B. Destination. No freight charges are to be added to the invoice.

VI. Invoicing

- A. Itemized invoices are to be submitted in duplicate to the LPSS at the time of delivery of book(s).
- B. Out-of-print titles will be indicated on the invoice(s) and will be cancelled.

VII. Contract Period

- A. Contract period shall be from **September 1, 2009 through August 31, 2010.**
- B. LPSS reserves the right to renew the contract at the same terms and conditions for an additional twenty-four (24) month period. Renewal option will be renewed in twelve (12) month periods.

VIII. Interpretation of Bid

- A. Any questions pertaining to this bid shall be submitted, in writing, to:
 - Kay Ledet, Purchasing Agent
 - Lafayette Parish School System
 - PO Drawer 2158
 - Lafayette, LA 70502
 - 337-521-7329
 - 337-233-0782 (fax)

BID PROPOSAL FORM, BID # 13-10

Brief description of services: _____

Brief description of billing practices: _____

Discount from Publisher's List Price: _____

Delivery Time ARO: _____

Envelope containing bid should be marked on the outside "Sealed Bid—Paperback Books--#13-10, Opening July 16, 2009 at 3:00 pm"

The bidder acknowledges receipt of addendum:

No.1 DATED _____ No.2 DATED _____ No.3 DATED _____

No.4 DATED _____ No.5 DATED _____ No.6 DATED _____

That I have read and agree to comply with and be subject to the provisions and/or penalties involved in the "General Conditions and Instructions to Prospective Bidders" and the bid form as contained herein the bid documents.

Name of Firm

Signature of Bidder

Address

Typed Name of Bidder

Telephone Number

Fax Number