

**JEFFERSON DAVIS PARISH SCHOOL BOARD
16-17 PARISH-WIDE COMPUTER SUPPLIES BID
OFFICIAL BID FORM
JUNE 1, 2016 @ 2:00 PM**

- Category I: **Printer InkJet Cartridges** - Hewlett Packard (HP), Canon, Lexmark, Kodak, Dell (if available). Orders will be based on name brand specified in the purchase order, no substitutes of off-brand cartridges allowed.
- Category II: **Laser/LaserJet Printer Toner Cartridges** - Hewlett Packard (HP), Lexmark, Brother, Epson, Samsung, Dell (if available). Orders will be based on name brand specified in the purchase order, no substitutes of off-brand cartridges allowed.
- Category III: **Data Storage Media, All Brands & Types**
CD, CD-RW : Memorex or equivalent
DVD- (+ or -) R, 16X, 4.7GB, 120 min.: Memorex or equivalent
Data Storage Tapes, various sizes and storage capacity: Sony or equivalent

BLANKET CATALOG DISCOUNT OFFERED FOR BID:

Category I: Printer Inkjet Cartridges

Discount on priced listed in our catalog OEM print supplies (Catalog Name/Number) dated 2016 is the Bid for Printer Inkjet Cartridges (Catalog submitted with this Bid Form) for the following manufacturers of Inkjet cartridges:

Hewlett Packard (HP)	<u>30</u>	% Bid Discount
Canon	<u>10</u>	% Bid Discount
Lexmark	<u>20</u>	% Bid Discount
Epson	<u>15</u>	% Bid Discount
Kodak	<u>20</u>	% Bid Discount
Dell (if available)	<u>10</u>	% Bid Discount

Category II: Laser/LaserJet Printer Toner Cartridges

Discount on priced listed in our catalog OEM print supplies (Catalog Name/Number) dated 2016 is the Bid for Laser/LaserJet Printer Toner Cartridges (Catalog submitted with this Bid Form) for the following manufacturers of Laser/LaserJet Printer Cartridges:

Hewlett Packard (HP)	<u>35</u>	% Bid Discount
Lexmark	<u>30</u>	% Bid Discount
Brother	<u>30</u>	% Bid Discount
Epson	<u>60</u>	% Bid Discount
Dell (if available)	<u>12</u>	% Bid Discount

BID NAME: 16-17 PARISH-WIDE COMPUTER PRINTING SUPPLIES BID FORM, continued:

Category III: Data Storage Media, All Brands & Types

Discount on priced listed in our catalog OEM print supplies (Catalog Name/Number) dated 2016 is the following data storage media (Catalog submitted with this Bid Form):

Blank CD/CD-RW disks	<u>35</u>	% Bid Discount
Blank DVD +/- disks	<u>35</u>	% Bid Discount
Data Storage Tapes	<u>35</u>	% Bid Discount

Note: The bidder is welcome to offer a discount percentage for all other office supply products as follows: _____. This offer will not have an impact on the award of the bid.

Delivery, Freight, Shipping & Handling Charges

All delivery, freight, shipping and handling charges for any purchase orders issued under the terms of this bid contract will be calculated using the following terms:

There will be NO shipping & Handling
charges on orders placed with
The office pal

Note: The School Board may use state contract prices authorized by Louisiana Office of Purchasing to purchase items included in this contract should state contract prices offer a better net price.

BID NAME: 16-17 PARISH-WIDE COMPUTER SUPPLIES BID FORM, continued:

Gentlemen:

The undersigned, in compliance with your invitation for bids on the aforementioned for the Jefferson Davis Parish School Board in Jefferson Davis Parish, Louisiana, having examined the specification notices and all related documents hereby proposes to furnish the goods and/or services in accordance with specifications at the prices listed on the attached bid form(s).

IMPORTANT: Quotations/bids have been checked for mechanical, clerical, and mathematical errors before submission. All erasures or changes must be initialed.

FIRM NAME OF BIDDER: The office pal

SIGNATURE: Lef Z

PRINTED SIGNATURE: Latzie Taber

COMPLETE ADDRESS: Po Box 2
Lakewood, NJ
08701

LIAISON/CONTACT PERSON: Latzie Taber

TITLE: Sales Manager

TELEPHONE NUMBER 877-486-6590 ext. 108

The Jefferson Davis Parish School Board reserves the right to reject any and/or all bids and to waive any informalities incident thereto.

JEFFERSON DAVIS PARISH SCHOOL BOARD
BID FORM - CONTINUED
BID NAME: 16-17 PARISH-WIDE COMPUTER PRINTING SUPPLIES BID

LOUISIANA ETHICS COMPLIANCE CERTIFICATE

R.S. 42:1113 provides, in part, that no public servant, excluding any legislator and any appointed member of any board or commission and any member of a governing authority of a parish with a population of ten thousand or less, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant.

Immediate family" as the term relates to a public servant means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

I HEREBY CERTIFY THAT I AM IN COMPLIANCE WITH R.S. 42:1113

AUTHORIZED SIGNATURE:

LT 2

PRINTED SIGNATURE:

LATIE TOBER

DATE:

6/1/2016

TITLE:

Sales Manager

**** THIS FORM MUST BE SUBMITTED WITH THE BID.**