



June 1, 2016

Bill Hebert  
Director of Finance  
Jefferson Davis Parish School Board  
203 E. Plaquemine  
Jennings, LA 70546

Page 1 of 10

Quill Bid Number: 16-13318  
Customer Bid Info: 2016-2017 Parish-Wide Computer Printing Supplies Bid  
Account Number: 399127

Dear Bill Hebert,

Thank you for your recent bid request. We appreciate your interest in Quill.com and are pleased to offer your organization a **15% column discount\*** to our already discounted prices in our catalog which are up to 80% off list and **free shipping** on virtually all items good through **June 30, 2017**. Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- ☐ **Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Award Form. If any additional recap information is available please forward as well. This will allow us to review and revise our pricing in order to continue to provide the best product pricing available.
- ☐ Please use the Quill bid number above, Quill item numbers and prices that are referenced on your bid when placing purchase orders for easy and accurate processing. Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order
- ☐ Please email your tax exempt form to [taxexempt@quill.com](mailto:taxexempt@quill.com) or fax to 800-499-8805.

Thank you once again for choosing Quill.com. We look forward to working with you in the future

Sincerely,  
Quill's Bid Department

\*Discount does not apply to Dell™ ink & toner; computer peripherals (digital cameras, scanners, PDAs and software); e-readers; desktop, laptop, netbook, and tablet computers; electronic office machines (copiers, fax machines and LCD projectors); printers; multifunction machines; office communications equipment (phones, radios, DVD players, TVs, VCRs, and camcorders); food; beverages; breakroom, cleaning and janitorial supplies; safety and maintenance items; vending and gumball machines; refurbished and closeout merchandise; taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items and items beginning with the prefix "SPW" or "UNI", or indicated as an 'extended assortment' item are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.



### **BID AWARD FORM**

**Written acceptance is requested.** In order to ensure the proper bid pricing discount quoted, **please fill out and return** this form as soon as possible.

Quill Bid #: **16-13318**

**\*\* Please reference this bid # and Quill Item Numbers on ALL purchase orders**

Account #: **399127** State: **LA**

Account Name: **JEFFERSON DAVIS PARISH SCHOOL BOARD**

Do you accept our **15% discount** on our catalog? Yes ☐ No ☐

**If Quill.com is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.**

If not, who was awarded your bid? \_\_\_\_\_

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered \_\_\_\_\_

Are you tax exempt? Yes ☐ No ☐

If so, please send your certificate to [taxexempt@Quill.com](mailto:taxexempt@Quill.com) or fax to 800-499-8805.

This BID AWARD FORM can be returned via:

**Fax: (888) 888-8250**

**Email: [bid@quill.com](mailto:bid@quill.com)**

**Mail:**

Quill Corporation

Bid Department

100 Schelter Road

Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Quill's Bid Team

(800) 634 – 4809



## Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
  - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
  - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times-up to 5-7 business days ARO
  - No shipping or processing fees.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
  - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
  - A call 24 hours before a truck delivery can be arranged at no charge.
  - Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
  - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
  - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
  - Pallet size is 48" X 42"
  - We cannot guarantee full carton shipments due to our automated order system.
  - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
  - We cannot guarantee palletized shipments for large orders due to our automated order system.
  - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
  - Schedule delivery and billing up to 4 months from the time of submitting your order  
Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.



## **Return Policy:**

If there's a problem with your order or you need to make a return, we will do whatever it takes to make it right. Unless otherwise noted below, merchandise must be returned within 60 days for full credit, refund or replacement. Machines and furniture must be returned in the original box.

**Technology and Electronic Items:** Non-defective technology and electronics items such as, but not limited to, electronics, printers, copiers, multifunction/fax machines, peripherals, networking, computer hardware, cameras, scanners, PDAs, monitors, multimedia projectors, and video equipment must be returned within 30 days and meet the following conditions: All computer product returns will be inspected and must be 100% complete. Returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts, and accessories. Defective products must be handled under each manufacturer's guidelines.

**Vending Equipment:** The following policy covers non-defective vending equipment that includes, but is not limited to, bulk vending machines (gumball machines), electronic and mechanical snack machines, beverage machines, change machines and accessories. Defective products must be handled under each manufacturer's guidelines. Items must be returned within 30 days and meet the following conditions: The box must contain all original packing materials (where applicable), all product documentation as well as all parts and accessories with the UPC codes on the exterior. All returns will be inspected and must be 100% complete. All free items included with a specific product purchase must be returned as well to receive credit.

**Non-perishable free items** included with a specific product purchase must be returned as well to receive credit.

**Software:** Software must be returned in the original, unopened packaging within 30 days from receipt of product for a full credit, return or replacement unless noted by the manufacturer. Any defective software must be returned within 30 days and will be exchanged for the exact same software. Software licensing varies by manufacturer; call 1-800-789-1331 for details. Multiple licenses may not be returned beyond 30 days for any reason unless authorized by the manufacturer.

**Computers/Laptops:** You must have all of your original packaging and documentation. All notebooks/laptops must be returned within 14 days of receipt of product for a full credit or refund. Defective products must be handled under the guidelines stated in the warranty and repair policy sheet included with the product. All returns will be inspected and must be 100% complete. Notebook/Laptop returns must contain all original packing materials (including box), UPC codes on the box, all product documentation, parts and accessories.



100 Schelter Road  
Lincolnshire, IL 60069  
P: 800.634.4809  
F: 800.789.2016  
[www.quill.com](http://www.quill.com)

## **Sales Contact Information**

Christy Klatka

National Account Manager

Phone: (800) 789-7020 ext. 1413

Fax: (888) 888-8250

Email: [Christy.Klatka@quill.com](mailto:Christy.Klatka@quill.com)

## **Sales Team Manager**

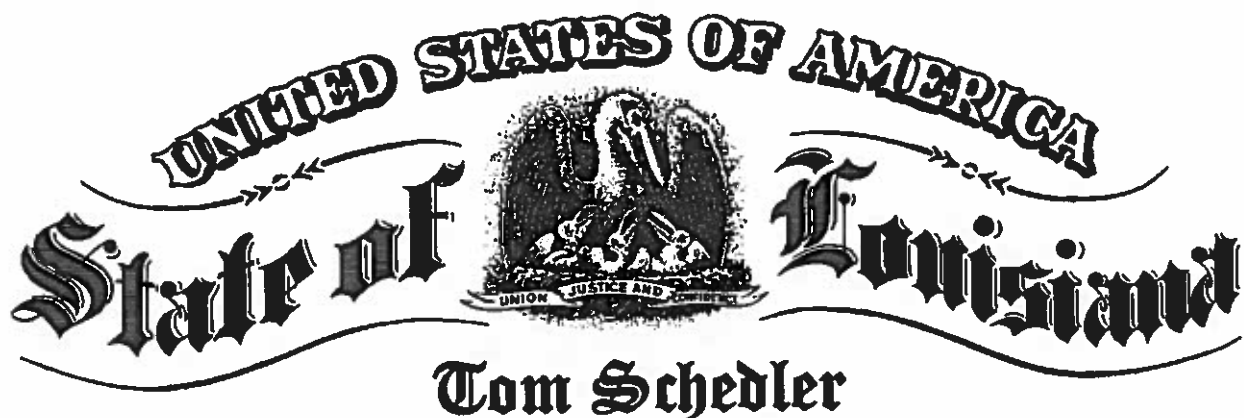
Daniel White

Phone: (847) 789-7020 ext. 4352

Email: [Daniel.White@quill.com](mailto:Daniel.White@quill.com)

## **Bid Department Email**

[bid@quill.com](mailto:bid@quill.com)



*As Secretary of State of the State of Louisiana I do hereby Certify that*

**QUILL CORPORATION**

A corporation domiciled in WILMINGTON, DELAWARE,

- Filed charter and qualified to do business in this State on March 20, 2012,

I further certify that the records of this Office indicate the corporation has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned is in good standing and is authorized to do business in this State.

I further certify that this Certificate is not intended to reflect the financial condition of this corporation since this information is not available from the records of this Office.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

August 9, 2012

*Secretary of State*

Web 40782964F



Certificate ID: 10298107#73P83

To validate this certificate, visit the following web site, go to **Commercial Division, Certificate Validation**, then follow the instructions displayed.  
[www.sos.louisiana.gov](http://www.sos.louisiana.gov)

**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 15%

Name/Number) dated 2016 is the Bid for Printer Inkjet Cartridges (Catalog

*see attached cover letter for exclusions*  
*QUILL SCHOOL REFERENCE GUIDE or www.quill.com*

submitted with this Bid Form) for the following manufacturers of Inkjet cartridges:

Hewlett Packard (HP)	<u>15</u>	% Bid Discount
Canon	<u>15</u>	% Bid Discount
Lexmark	<u>15</u>	% Bid Discount
Epson	<u>15</u>	% Bid Discount
Kodak	<u>15</u>	% Bid Discount
Dell (if available)	<u>0</u>	% Bid Discount

**Category II: Laser/LaserJet Printer Toner Cartridges**

Discount on priced listed in our catalog 15%

Name/Number) dated 2016 is the Bid for Laser/LaserJet Printer Toner Cartridges

*see attached cover letter for exclusions*  
*QUILL SCHOOL REFERENCE GUIDE or www.quill.com*

(Catalog submitted with this Bid Form) for the following manufacturers of Laser/LaserJet Printer Cartridges:

Hewlett Packard (HP)	<u>15</u>	% Bid Discount
Lexmark	<u>15</u>	% Bid Discount
Brother	<u>15</u>	% Bid Discount
Epson	<u>15</u>	% Bid Discount
Dell (if available)	<u>0</u>	% Bid Discount

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

**Category III:** Data Storage Media, All Brands & Types

\* See attached cover letter  
for exclusions.

Discount on priced listed in our catalog 15% (Catalog Quill School Reference  
Name/Number) dated 2016 is the following data storage media (Catalog GUIDE BY  
submitted with this Bid Form): www.quill.com

Blank CD/CD-RW disks	<u>15</u>	% Bid Discount
Blank DVD +/- disks	<u>15</u>	% Bid Discount
Data Storage Tapes	<u>15</u>	% Bid Discount

**Note:** The bidder is welcome to offer a discount percentage for all other office supply products as follows: 15. This offer will not have an impact on the award of the bid.

\* See attached Cover Letter for exclusions

**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:

- See attached Delivery Policy

**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:**

QUILL CORPORATION

**SIGNATURE:**

**PRINTED SIGNATURE:**

Haven Sneller

**COMPLETE ADDRESS:**

100 SCHELTER ROAD

LINCOLNSHIRE, IL 60069

**LIAISON/CONTACT PERSON:**

CONNIE CIEFFONE

**TITLE:**

BID SUPERVISOR

**TELEPHONE NUMBER**

800-634-4809

**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**

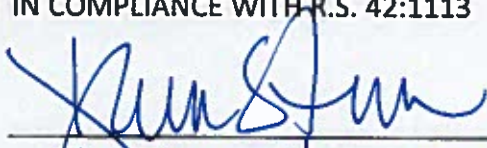
**LOUISIANA ETHICS COMPLIANCE CERTIFICATE**

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.

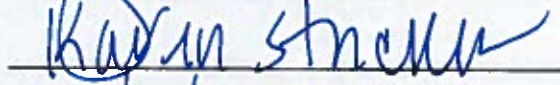
**Immediate family"** as the term relates to a public servant means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

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

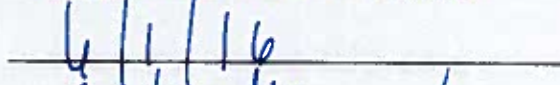
AUTHORIZED SIGNATURE:



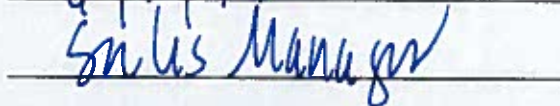
PRINTED SIGNATURE:



DATE:



TITLE:



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