

purchase order item number, the quantity ordered, the quantity shipped, and the quantity back ordered.

10.2 The bidder shall ensure that all items that are "drop-shipped" are properly marked as outlined in Paragraph 10.1.

10.3 Invoices and all related written materials pertaining to each delivery must show the purchase order number, the purchase order item number, and the item number shown on the contract.

11. SUBMISSION OF BIDS:

11.1 Each bidder must use the attached bid form for submitting their bid. Bidder must show unit price and delivery time (ARO) for each item for which a bid is submitted. By executing the Bid Proposal Form, the bidder acknowledges that he has read this Invitation, understands it, and agrees to be bound by its terms and conditions. Bids may be submitted by mail or delivered in person. All bids must be received by a Purchasing Department Buyer at the following location prior to the date and time specified: Purchasing Department, 113 Chaplin Drive, Lafayette, Louisiana 70508.

11.2 Bids received after the time or date prescribed shall not be considered for award and shall be returned to the Bidder.

Bidder's envelope must be labeled as follows:

**Calculators, Bid # 13-18**

**Opening: June 8, 2017**

**Time: 10:00 am**

**Personnel Conference Room**

12. CONTRACT AWARD:

12.1 All items listed in this solicitation will be awarded on the basis of a firm fixed price.

12.2 If awarded, the LPSS will award the contract to the lowest responsive and responsible bidder. The LPSS reserves the right to award the contract in the aggregate or to make a split award to more than one bidder, whichever is in the best interest of the public.

13. PURCHASE ORDER:

13.1 Purchase order(s) for the items listed in this solicitation 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.

13.2 The purchase order does not supersede any provision of the resulting contract. Performance time and dates are determined solely by the contract and any modification thereto.

13.3 Shipment is not to begin until receipt of the purchase order or other notification by the Purchasing Agent to proceed.

14. ORDER OF PRECEDENCE:

14.1 In the event of conflict, the Special Provisions of this contract shall take precedence over the General Conditions and Instructions to Bidders, included herein.

15. CONTACT FOR ADMINISTRATION:

15.1 In the event a contract is executed with your firm as a result of this solicitation, indicate the person(s) we may contact for prompt contract administration in the space provided on the Bid Proposal Form.