

16. EMERGENCY PURCHASES:

- 16.1 The Parish reserves the right to make emergency purchases from other sources, should the awarded bidder be unable to furnish the required item within the required time frame.

17. INTERPRETATION OF BID:

- 17.1 Any questions pertaining to this solicitation shall be directed to:
Lee Francis, Purchasing Agent
Lafayette Parish School Board
P.O. Drawer 2158
Lafayette, Louisiana 70502-2158
Telephone Number: (337) 521-7329

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.5/10/16

(Bidder: The general rules and conditions that follow apply to all purchases and become a definite part of each formal invitation to bid, purchase order or other award issued by the Lafayette Parish School Board, 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).

INSTRUCTIONS

SUBMITTING OF SEALED BIDS

A. Option 1 – Electronic Bids Submitted Online:

1. Electronic bids may be submitted online at www.centralauctionhouse.com.

Option 2 – Sealed Bid Envelope:

1. The bidder shall be solely responsible for the timely furnishing of bids. In order to guarantee the timely furnishing of bids, the bid must be returned by certified, registered mail with a return receipt requested, or hand delivered. The LPSB will not accept responsibility or guarantee the timeliness of bids received by any other means.
2. All bids must be received in the envelope provided with the invitation to bid or in an envelope labeled as follows: "SEALED BID". Bid/Project Description, Bid Number, Opening Date and Time, Bidder's Company Name and bidder's number (if applicable toward public works project). The LPSB shall not be responsible if a bid is not received due to lack of improper labeling of the envelope.
3. Bid shall be submitted under separate cover. The Board shall not be responsible for bid if not submitted under separate cover.

Bid Forms:

1. Bids must be submitted on the forms furnished in the bid package.
2. **Signature:** Bid forms must be signed in ink. Typed, printed or stamped names shall be reason to reject the bid. An unsigned bid shall be considered a "**NO BID**".