

CADDO PARISH SCHOOL BOARD
1961 MIDWAY AVENUE
SHREVEPORT, LA 71108

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QUOTE TITLE: OFFICIAL JOURNAL PUBLICATIONS

SEALED QUOTES WILL BE ACCEPTED UNTIL: 10:30 A.M.CST ON TUESDAY, MAY 21, 2024

IMPORTANT: The Instructions/Provisions (12/20/2015) to bidders are available for download and printing at the CPSB website: www.caddoschools.org (Click on Bids, RFP's and RFQ's) or may be picked up from the CPSB Purchasing Department, 1961 Midway Avenue. If you choose to access from the CPSB website, the Instructions/Provisions will be incorporated by reference with the same force and effect as if set forth in full text.

Dated Advertised: April 16th & April 23rd, 2024

Shavonda M. Scott, Director of Purchasing

TO BE COMPLETED BY BIDDER:

LEGAL NAME OF BIDDER:	
MAILING ADDRESS:	
CITY, STATE, ZIP CODE:	
TELEPHONE NO: ()	FAX NO: ()
AUTHORIZED SIGNATURE:	EMAIL:
NAME (PRINTED/TYPED):	TITLE:

*******IMPORTANT INFORMATION*******

DEBARMENT CLAUSE: Before completing the Request For Quotation Form, please read the following information:

- 1. The prospective lower tier participant certifies, by submission of his bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or agency.**
- 2. Where the Prospective participant is unable to certify any of the statements in this document, such prospective participant shall attach an explanation to this bid response.**

NOTE: FAILURE TO COMPLETE ALL SPACES OR TO EXTEND QUANTITIES BY THE UNIT PRICES TO SHOW THE "EXTENDED COST" MAY CAUSE THE LINE ITEM TO BE JUDGED INCOMPLETE AND REJECTED.

THIS IS NOT AN ORDER.

All items are to be quoted "as specified or approved equal". If quoting other than specified, please include product literature/tear sheet for evaluation purposes. Failure to do so may result in your response being rejected.

PURPOSE: As required by law, the school board will appoint an official journal to publish all minutes, resolutions, budget notices, and other official proceedings of the Board.

AWARD

The publication that is able to provide the best circulation, frequency, and pricing will be recommended to be the official journal of the Caddo Parish School Board.

CPSB reserves the right to select the vendor(s) that best meet the needs of the district based on quoted price as well as the level of service and support to be provided by that vendor.

CPSB reserves the right to reject any and all quotes received; to waive any informalities, and in all cases CPSB will be the sole judge as to whether a vendor's quote has or has not satisfactorily met the requirements of the RFQ. CPSB reserves the right to waive any defect or omission in any quote which does not materially affect the terms of the response to this Request for Quotation.

TERMS: The offered quote shall remain effective **July 1, 2024 – June 30, 2025**. Prices should be firm for the **entire** school year, unless mutually agreed upon by both parties in writing.

IMPORTANT: The responsibility for timely presentation (delivery) of the quote rests solely with the submitter. A quote delayed beyond the stated time and date is subject to rejection.

**CADDO PARISH SCHOOL BOARD
REQUEST FOR QUOTATION**

Official Journal Publications

STATEMENT OF SERVICE

Provide detailed information regarding capacity & service including but not limited to:

Cost of full page of legals: _____

Cost per line: _____

Current Circulation: _____

Publishing Schedule: _____

Additional Information for consideration:

Please feel free to attach additional pages if needed

FROM: _____

BID NUMBER: RFQ 02-24

BID TITLE: Official Journal Publications

OPENING DATE: TUESDAY, MAY 21, 2024

SEND TO:

**CADDO PARISH SCHOOL BOARD
Purchasing Department**

**1961 Midway Avenue
Shreveport, LA 71108**

Attn Bidders: Use this print format on the outside of your envelope when responding to any formal bids, RFP's or RFQ's.
We do not accept fax or electronic bid responses EXCEPT THROUGH BID EXPRESS for any formal bids, RFP's or RFQ's.