

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 THURSDAY, MAY 15, 2025**

**IMPORTANT:** The Instructions/Provisions (12/20/2015) to bidders are available for download and printing at the CPSB website: [www.caddoschools.org](http://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 15<sup>th</sup> & April 22<sup>nd</sup>, 2025

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.

All bidders must comply with LA R.S. 43:140 et seq. relative to official journals of school boards.

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, 2025 – June 30, 2026**. 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.

**QUESTIONS:** Questions regarding this RFQ should be directed to Jennifer Weaver, Senior Buyer, via email (jweaver@caddoschools.org) and received no later than 2:00pm on Thursday, May 01, 2025. The subject line should be listed as RFQ 02-25 Official Journal Publications-Questions. Responses to questions will be posted as an addendum on Monday, May 05, 2025. **All questions must be submitted in writing. Verbal and/or telephone inquiries will not be accepted.**



FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID NUMBER: RFQ 02-25

BID TITLE: Official Journal Publications

OPENING DATE: TUESDAY, MAY 15, 2025

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.