

CADDO PARISH SCHOOL BOARD  
1961 MIDWAY AVE  
SHREVEPORT, LA 71108

Jennifer Weaver  
Senior Buyer  
PH: 318.603.6978  
jweaver@caddoschools.org

**BID TITLE: STUDENT BACKPACKS & SUPPLIES**

**OPENING DATE: 10:30 A.M. CST ON THURSDAY, October 2, 2025**

**PLEASE NOTE THE FOLLOWING INFORMATION:**

**QUESTION 1:** Order Timing: Could you please share when during the year the district typically places orders for these items? Understanding your usual procurement cycle will help us plan production and inventory accordingly.

**Answer 1:** As stated in Section 12.0 of the Bid Documents: It is the intent of CPSB to issue purchase orders to the successful bidder on a periodic basis, as equipment and/or supplies are needed throughout the course of the contract term or terms.

**QUESTION 2:** Quantity Estimates: Are there any projected quantities per item or group available for this year? If not, would you be able to share last year’s order quantities as a reference?

**Answer 2:** No. The quantities shown in the table below are based on prior year purchase data and are furnished to help bidders better prepare their bid response. It shall be understood that the actual quantities to be purchased may vary from these numbers and that no specific purchase quantity or volume is implied or guaranteed. Backpacks ordered included supplies.

PRE-K	ELEM	MIDDLE/HIGH	Total
355	810	1145	2310

**QUESTION 3:** Order Structure and Delivery: Will the district place one consolidated order, or will orders be issued periodically throughout the contract term?

**Answer 3:** As stated in Section 12.0 of the Bid Documents: It is the intent of CPSB to issue purchase orders to the successful bidder on a periodic basis, as equipment and/or supplies are needed throughout the course of the contract term or terms.

**QUESTION 4:** Will all items be delivered to a single location (1961 Midway Avenue), or are there multiple delivery sites involved?

## ADDENDUM #1

BID NO. 05S-26

**Answer 4:** As stated in Section 11.0 of the Bid Documents: DELIVERY. Purchase orders will be issued to the successful bidder(s) for the business herein. All items shall be FOB DESTINATION; PLATFORM/DESKTOP DELIVERED to HOMELESS/TITLE 1 DEPARTMENT, 1961 MIDWAY AVENUE, SHREVEPORT, LA 71108. A delivery ticket, waybill, bill of lading, or copy of the invoice shall accompany each delivery. Deliveries shall be made between 8:00 am - 11:00 am and 12:00pm -3:00pm on weekdays. No deliveries on weekends or holidays.

**QUESTION 5:** Brand Flexibility: The RFP indicates that equivalent products to specified brands are acceptable. Can we submit bids using our own branded items for all components, provided they meet or exceed the stated specifications?

**Answer 5:** As stated in Section 1.3.3 of the Bid Documents: Bids are not restricted to the specific brand, make, or manufacturer named. Equivalent products will be acceptable.

As stated in Section 1.3.4 of the Bid Documents: It shall be the responsibility of the Director of Purchasing, or her designee, to determine what is considered an equivalent product.

**QUESTION 6:** Who was awarded the previous contract and what was the award amount?

**Answer 6:** A formal public records request can be submitted to the CPSB Communication Department to obtain the requested information. The Communication Department contact information is available at the following link: <https://www.caddoschools.org/page/communication-marketing>

**QUESTION 7:** Can you share the executed contract or purchase order from that award, if available?

**Answer 7:** A formal public records request can be submitted to the CPSB Communication Department to obtain the requested information. The Communication Department contact information is available at the following link: <https://www.caddoschools.org/page/communication-marketing>

**IMPORTANT:** You *must* acknowledge receipt of this addendum by attaching this notice to the Invitation for Bid Form or by acknowledgement at the bottom of Page 1 of the Invitation for Bid Form.

Jennifer Weaver  
Senior Buyer