



**NATCHITOCHE PARISH
SCHOOL BOARD**
TOGETHER WE CAN

Paper Products

Bid # 1052

Issued:

Wednesday, May 19, 2021

Due:

Wednesday, June 23, 2021, 2:00 pm

Natchitoches Parish School Board

Purchasing Department

Phone: (318) 352-2358 Fax: (318) 352-8138

E-Mail: Michelle.Demery@NPSB.la

Vendor _____

This form is a checklist for essential bid documents

Included (Please Check)	Not Included (Please Check)	BID: Paper Products
		1. Invitation to Bid with Original Signature
		2. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions
		3. Certification Regarding Lobbying
		4. Disclosure of Lobbying Activities
		5. Certificate of Independent Price Determination
		6. Addendums (If any are distributed)
		7. Material Safety Data Sheets

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____

DATE _____

RETURN THIS PAGE WITH BID FORM

ADVERTISEMENT
INVITATION TO BID

Sealed bids are hereby invited by Natchitoches Parish School Board for:

Bid: Paper Products

Bids will be received no later than 2:00 p.m., Wednesday, June 23, 2021, at the Natchitoches Parish School Board purchasing department, 310 Royal Street, Natchitoches, LA 71458-0016. Bids will be publicly opened and read aloud in the School Board's Central Office by a designated representative of the Natchitoches Parish School Board. Any bid received after this date and time will not be accepted and will be returned unopened.

Complete bid documents may be obtained by visiting www.centralbidding.com .

Bid shall be submitted in a sealed envelope clearly marked on the outside with:

1. Bidders name.
2. Bid due date and time.
3. Project number/name: _____Paper Products

Bidders may elect to submit bids electronically at www.centralbidding.com. Bidders that wish to submit electronic bids online may be charged a fee by Central Bidding.

Bids must be submitted on the official bid form(s) furnished in the bid package. Bids submitted on any other form(s) will be rejected.

Award will not be made at the time of the bid opening, but will be awarded by the School Board at the _____meeting. Vendors who are not awarded will be notified by mail.

If quoting a price on an item that has not been pre-approved, you must submit a sample of that item before bid opening for it or it will not be considered.

Natchitoches Parish School Board reserves the right to reject, in whole or in part, any bids and to waive any and all technicalities and informalities in accordance with State law.

Firm Name _____ Address _____

City _____ State _____ ZIP _____ Area Code ___ Telephone _____

AUTHORIZED SIGNATURE _____

Contract Administrator:

Printed Name _____ Title _____

Address _____ City _____ State ___ ZIP _____

Area Code ___ Telephone _____ Email: _____

RETURN WITH BID FORM

Natchitoches Parish School Board is an Equal Opportunity Employer.

Michelle Demery
Chief Procurement Officer
Michelle.Demery@NPSB.la
(318)352-2358

Natchitoches Times:
May 2021

SECTION ONE GENERAL INSTRUCTIONS TO BIDDERS

1.1 Definition of key words used in this solicitation:

For purposes of this solicitation and subsequent contract, the following definitions shall apply:

- a) **Bidder**-The individual, partnership, LLC, or corporation who submits a bid in response to a solicitation.
- b) **Central Bidding**: Service provided by Info Tech, Inc. the company contracted by the Natchitoches Parish School Board to provide secure internet bids. Web address is www.centralbidding.com and telephone is 225-810-4814.
- c) **Contract**: The legal agreement formed by the acceptance of the bidder's offer by the NPSB.
- d) **Contractor/Consultant**: The individual, partnership, or corporation who, as a result of the competitive solicitation process, is awarded a contract by the NPSB.
- e) **Contract Representative**: The NPSB employee or employees who have specifically been designated to act a contact person or persons to the Contractor, and is responsible for monitoring and overseeing the Contractor's performance under this Contract.
- f) **Document**: Incorporated herein by reference, all instructions, terms, conditions, specifications, scope of work, addenda, amendments and the Contractor's bid as accepted by NPSB.
- g) **Supervisor of Purchasing**: The contracting authority for the NPSB authorized to sign purchase orders, contracts, and amendments thereto on behalf of the NPSB.
- h) **May**: Indicates something that is not mandatory, but not permissible.
- i) **NPSB**: The Natchitoches Parish School Board
- j) **Should**: Indicates something that is recommended but not mandatory. If the Bidder fails to provide recommended information, the NPSB may, at its sole option, ask the Bidder to provide the information or evaluate the bid without the information.

1:2 Inquiries

- a) Any question related to an Invitation to Bid shall be directed to the NPSB Purchasing agent, Michelle Demery.
- b) A bidder shall not contact or ask questions of the department for whom the requirement is being procured unless specifically authorized by the purchasing agent.
- c) The Purchasing Agent may require any and all questions to be submitted in writing. Bidders are encouraged to submit written questions via email or fax, at least seven days prior to the bid due date.
- d) Any correspondence related to a solicitation should refer to the appropriate Invitation for Bid number, page, and paragraph number. An envelope containing the

questions should be identified as such, otherwise it may not be opened until after the official bid due date and time.

- e) Objections or request for changes to the bid specifications or bid conditions must be filed in writing and must be received by the NPSB Purchasing Department at least (7) days prior to the hour and date of the bid opening. Resulting changes to the specifications (if approved) shall be issued by written addendum no less than three (3) business days prior to bid opening.
- f) Exceptions do not obligate the NPSB to change or alter specifications.
- g) Oral interpretations or clarifications will be without legal effect.
- h) Only questions answered/addressed by a formal written addendum to the Invitation to Bid will be binding.

1:3 Familiarization of Scope of Work

- a) Before submitting a bid, each bidder shall familiarize itself with the specifications, requirements, restrictions, laws regulations and other factors affecting contract performance.
- b) The Bidder shall be responsible for fully understanding the requirements of the subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. It is expected that this may require an on-site inspection.
- c) The failure or omission of the bidder to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to this or any other bid, proposal, or contract. There will be no subsequent financial adjustment, other than that provided by the subsequent Contract, for lack of such familiarization.

1:4 Submission of Bids

- a) Except as provided in paragraph 1.4, the bidder shall submit a bid on the forms furnished herewith. Bidders electing to submit a physical (paper) bid, must use the bid package as outlined in the instructions. Bids submitted in any other form will be rejected.
- b) The bid shall be submitted in a sealed envelope. The bidder shall type/print name of bidder, bidder's address, bid name, bid number and bid opening date on face of envelope. THE NPSB ASSUMES NO RESPONSIBILITY FOR UNMARKED ENVELOPES BEING CONSIDERED FOR AWARD.
- c) The NPSB does not accept fax or email bid responses for formal solicitations and those responses will not be considered.
- d) Bid prices are to be typewritten or in ink. All bids must be submitted with original signature signed in ink by an authorized member of the firm. All signatures, including, but not limited to, witness signatures and notary signatures on accompanying documents shall be original signatures submitted in ink. This provision does not apply to electronic bids.

- e) Any bid will be rejected if it shows any deviations, additions, conditional bids, alternate bids, incomplete bids, or others unless specifically allowed for.
- f) Physical (paper) bids shall be hand delivered or mailed to:

**Natchitoches Parish School Board
Purchasing Department
c/o Michelle Demery
310 Royal Street
Natchitoches, LA 71458-0016**

All bids received after the time limit set forth in the Invitation to Bid will be returned to the bidder unopened. It is solely the bidder's responsibility to see that sealed bids arrive at the designated location before the bid due date and time.

- g) Bidders may elect to submit bids electronically via the internet. Electronic bids for the NPSB are available for submission at www.centralbidding.com.
- h) Bidders electing to submit bids electronically shall follow procedures as established by Central Bidding. Proper and timely submission of an electronic bid is the sole responsibility of the bidder. Bidders are encouraged to complete the electronic bid documents well in advance of bid closing. Late bids due to malfunction of internet infrastructure, certificate service providers, electronic bid bond providers, or other interruptions shall not be allowed.
- i) Bidders submitting bids electronically need not submit paper forms.
- j) Bids with different ITB numbers are not to be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision will be determined non-responsive.

1:5 Completion of Bid Documents

- a) *ANY ALTERNATE PRODUCTS MUST BE SUBMITTED 7 DAYS PRIOR TO BID OPENING.*
- b) Bidder must present detailed specifications as well the brand and model or catalog number of the product offered in its bid if the bid is an alternate. This information will be used in determining compliance with specifications. Bids not specifying brand and model number shall be considered as offering the exact products as specified in the solicitation.
- c) Failure to submit adequate documentation on the product offered if different will be cause for rejection of a bid.
- d) It is the responsibility of the bidder to ensure receipt and acknowledgement of all addenda prior to submission. The bidder shall acknowledge receipt of all addenda on the bid form where appropriate. Failure to acknowledge receipt of addenda in the space provided will result in the bid being declared non-responsive.
- e) Substitution or alteration of any form is not allowed. All forms must be executed as presented. Failure to adequately complete a necessary form, substitution of a form, or alteration of a form shall be cause for rejection of a bid.

- f) All bids submitted in response to this invitation shall become the property of the NPSB and shall become a matter of public record available for review subsequent to the Contract award.
- g) By signature on the bid form, bidder certifies:
 - The submission of the offer did not involve collusion or other anti-competitive practices.
 - The Bidder shall not discriminate against an employee, or applicant for employment in violation of Federal or State law.
 - The Bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, meal or service to a public servant in connection with the submitted offer.
 - The Bidder hereby certifies that the individual signing the bid is an authorized agent for the bidder and has the authority to bind the Bidder to the contract.
 - That neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible from participation in any transaction by any Federal department or agency.

1:6 Bid Changes or Withdrawal

- a) Bidder may withdraw bid prior to the bid opening by written request. This communication must be received prior to the date and hour of the bid opening.
- b) Except as provided in this section, NPSB Policy, State of Louisiana Revised Statute 38:2214 or other applicable law, all bids shall remain firm for a minimum of forty-five (45) days from the date of the bid opening.
- c) Bids containing patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the contractor if clear and convincing sworn, written evidence of such errors is furnished to the NPSB Purchasing Department within forty-eight (48) hours of the bid opening excluding Saturdays, Sundays and legal holidays. Such errors must clearly be shown by objective evidence drawn from inspection of the original work papers, documents, or materials used in the preparation of the bid sought to be withdrawn.

1:7 Prices

- a) Unless otherwise provided for in bid documents, all bids shall include freight pre-paid, F.O.B NPSB.
- b) The NPSB is exempt from all state and local sales taxes.
- c) All prices submitted should include all taxes, which may be due and payable by the bidder, and the bidder shall have no claim under any contract for the payment of any additional taxes.

1:8 Quantities

- a) All quantities set forth in the bid documents are estimated quantities that the NPSB reasonably expects to purchase during the contract period and are used for the purpose of determining low bid.
- b) The NPSB reserves the right to purchase a greater or lesser amount of any item set forth in the bid.
- c) The NPSB does not guarantee or otherwise assure the purchase of any individual item or quantity in this bid or resulting contract.

1:9 Trade Names and Materials

- a) Where materials or equipment are specified by a trade or brand name, it is not the intention of the NPSB to discriminate against an equal product of another manufacturer.
- b) It is to be understood that the use of such a brand name or trade name is to define a standard of quality, character, and performance as well as establish an equal basis for the evaluation of bids.
- c) Bids are not restricted to the specific brand, make or manufacturer named. Equivalent products will be acceptable.
- d) It shall be the responsibility of the Supervisor of Purchasing to determine what is considered an equivalent product.
- e) All materials or equipment shall be the best of their respective kinds and shall in all cases be fully equal to the stated product. Manufacturer spec sheets of the equivalent product must be included with bid or bid will be rejected.

1:10 Award of Bid

- a) The NPSB reserves the right to reject, in whole or in part, any and all bids and to waive any and all technicalities and informalities, and reissue an Invitation to Bid in accordance with the state law.
- b) The NPSB reserves the right to negotiate with the lowest responsive, responsible bidder prior to bid award and to issue change orders in conjunction with bid award.
- c) Bids shall be opened publicly, read aloud, recorded, and compiled in a tabular form, a copy of which will be available for examination in the Purchasing Department. No determination of bid award will be made at the time of opening. After review by the

- Purchasing Department, the certified tabulation and recommendation for bid award will be available for examination prior to the official meeting for consideration by the Board. Recommendation of award will be made to the NPSB based upon the lowest responsible and responsive bidder(s) in conformance with the criteria designated in the Invitation to Bid.
- d) For the purpose of making this evaluation, administrative costs the NPSB for issuing and administering each contract awarded under this invitation will be considered. Individual awards may be made for the items and combinations of items, which result in the lowest aggregate price to the NPSB, including such administrative costs. Based on such administrative costs the NPSB may make multiple awards for this contract.
 - e) In calculation of the lowest responsive bid, unit prices shall supersede extended prices for items bid in quantity, and written expressions for a price shall supersede the corresponding numerical expression if they do not agree. A random unsubstantive discrepancy in extended prices will not render a bid unresponsive. The Purchasing Department shall read the bids as submitted, note any discrepancies, and request written clarification for insubstantive (minor) errors that do not affect low bid determination.
 - f) The NPSB may reject any bid for failure by the bidder to comply with any requirement stated in the bid documents. Non-responsive bidders will be noted on the bid tabulation as such, with reason(s) for this determination stated.
 - g) The NPSB reserves the right to reject all bids (individual line item or group, as applicable) if the lowest bid is in excess of ten percent (10%) of the price offered to any government entity by any authorized distributor for similar quantities of the same product within 180 days prior to bid opening.
 - h) Any bidder evidenced to be not responsible may be disqualified through a Disqualification Hearing process, and if declared "not responsible" by the NPSB bids shall be rejected. A bidder may be declared not responsible for such reasons including, but not limited to, failure to pay taxes, failure to obtain licenses or permits, poor performance on past contracts with NPSB or other government agency, or lack of evident capacity to fulfill contract.
 - i) The NPSB reserves the right to contact bidders for the purpose of obtaining additional information and/or clarification that will assure full understanding of, and responsiveness to, solicitation requirements. Such information shall be provided within five business days. This may include brochures, specification sheets, detail drawings, or samples.
 - j) The NPSB reserves the right to eliminate any and all items from the bid list prior to issuing a bid award, a notice to proceed, or a purchase order, and if so, the bid price shall be adjusted accordingly.
 - k) Payment discounts, while accepted, will not be used in the determination of low bid.

- l) Awards become official at the time bids are accepted by the NPSB during their regular sessions. Contact has its inception in the award, eliminating a formal signing of a separate Contract Document.
- m) The purchase order and/or contract mailed or delivered to the successful bidder is the official authorization to deliver materials or perform the services described therein. The time allowed for delivery or performance begins with the date of bid acceptance and approval by the NPSB unless otherwise specified in the bid documents whether or not a purchase order or contract has been issued.
- n) Preference
 - Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.
 - Preference for Louisiana products may be granted in accordance with LA R.S. 38:2251. Bidder shall include with bid, or submit in a separate envelope that meets the requirements of 1.5.2, a notarized statement indicating which bid items meet preference requirements.
 - For determination of preference, paper and paper products shall be manufactured or converted in Louisiana. For the purposes of this paragraph, "manufactured" shall mean the process of making a product suitable for use from raw materials by hand or by machinery and "converted" shall mean the process of converting roll stock into a sheeted and fully packaged product in a full-time converting operation. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted.
 - In the event of a tie bid, preference will be given in the following order: companies located in Natchitoches Parish, companies located in the State of Louisiana, companies whose Louisiana business workforce is comprised of a minimum of fifty percent Louisiana residents, and bid with earliest submittal time.

SECTION II

LAWS

This contract between Natchitoches Parish School Board and the Vendor shall be governed in accordance with the laws of the State of Louisiana and all applicable Federal Regulations.

Upon signing this contract to provide Paper Products to the Natchitoches Parish School Board Child Nutrition Program, the bidder is agreeing that the compliance with the Acts listed below:

2.0.1 DEBARMENT, SUSPENDED, AND INELIGIBLE STATUS

Institutions shall solicit offers from, award contracts to, and consent to subcontracts with responsible contractors and /or principals only. By signing this agreement, the bidder is testifying that they (the Contractor) and/or its subcontractors are not debarred, suspended or have any ineligible or voluntary exclusion with the U.S. Department of Agriculture or any other Federal or State Agency. All responses will be verified.

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

2.0.2 BYRD ANTI-LOBBYING AMENDMENT

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. (Appendix II of 2CFR Part 200(I)).

2.0.3 CONTRACT TERMS AND CLAUSES

The Contract between the Board/CNP and the Contractor shall begin and end on the dates specified in the IFB, unless terminated earlier in accordance with the applicable terms and conditions.

Contract Renewal: The Board/CNP shall have the option, in its sole discretion, to renew the Contract for additional renewals as defined in the Standard Contract on a year-to-year basis giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal term. Renewal will depend up the best interests of the CNP, funding, and Contractor's performance. Renewal will be accomplished through the issuance of a written notice or Notice to Award Amendment. Upon board's election in its sole discretion, to renew any

part of the Contract, the Contractor shall remain obligated to perform in strict accordance with this Contract unless otherwise agreed by the CNP and the Contractor.

Contract Extension: In the event that this Standard Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the identified goods and services, the CNP may, with written consent of the Contractor, extend this Contract for such period as may be necessary to afford the CNP a continuous supply of the identified goods and services.

2.0.4 REMEDY FOR NON-PERFORMANCE/TERMINATION OF CLAUSES

- a. **Immediate Termination:** This Contract will terminate immediately and absolutely if the NPSB/CNP determines that adequate funds are not appropriated or granted or funds are de-appropriated such that the NPSB/CNP cannot fulfill its obligations under the Contract, which determination is at the sole discretion and shall be conclusive. Further the NPSB/CNP may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:
- (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing goods and services, the revocation or loss of such license or certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;
 - (ii) The NPSB/CNP determines that the actions, of failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;
 - (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or
 - (iv) The Contractor furnished any statement, representation or certification in connection with the Contract or the bidders process which is materially false, deceptive, incorrect, or incomplete.
- b. **Termination for Cause:** The occurrence of any one or more of the following events shall constitute cause for the NPSB/CNP to declare the Contractor in default of its obligations under the Contract:
- (i) The Contractor fails to deliver or has delivered nonconforming goods or services or fails to perform to the NPSB/CNP's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation the express warranties, made by the Contractor;
 - (ii) The NPSB/CNP determines that satisfactory performance or the Contract is substantially endangered or that a default is likely to occur;
 - (iii) The Contractor fails to make substantial and timely progress toward performance of the Contract;
 - (iv) The Contractor becomes subject to any or insolvency proceeding under federal, NPSB law, or State law to the extent allowed by applicable federal, parish or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the NPSB/CNP reasonably believes that the Contractor has become insolvent or unable to pay its obligations as the accrue consistent with applicable federal or state law;
 - (v) The Contractor has failed to comply with applicable federal, NPSB, and State laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;

- (vi) The Contractor has engaged in conduct that has or may expose the NPSB/CNP to liability, as determined in the NPSB's sole discretion; or
 - (vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the NPSB, CNP, or a third party.
- c. **Notice of Default:** If there is a default event caused by the Contractor, the NPSB/CNP shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the NPSB/CNP's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the NPSB/CNP may:
- (i) Immediately terminate the Contract without additional written notice; and/or
 - (ii) Procure substitute goods or services from another source and charge the difference between the Contract and the substitute to the defaulting Contractor; and/or,
 - (iii) Enforce the terms and condition of the Contract and seek any legal or equitable remedies.
- d. **Termination for Convenience:** Following thirty (30) days written notice, the NPSB/CNP may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoice and proper proof of claim, for goods and services provided under the Contract to the NPSB/CNP up to and including the date of termination.
- e. **Termination Due to Change in Law:** The NPSB/CNP shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:
- (i) The NPSB/CNP authorization to operate is withdrawn or there is a material alteration in the programs administered by the NPSB/CNP; and/or
 - (ii) The NPSB/CNP's duties are substantially modified.
- f. **Payment Limitation in Event of Termination:** In the event of termination of the Contract for any reason by the NPSB/CNP, the NPSB/CNP shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the NPSB/CNP is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the NPSB/CNP under the Contract in the event of termination. The NPSB/CNP shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to startup costs, overhead or other costs associated with the performance of the Contract.
- g. **The Contractor's Termination Duties:** Upon receipt of termination or upon request of the NPSB/CNP, the Contractor shall:
- (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including without limitation, results accomplished, conclusions resulting therefrom, and any matters the NPSB/CNP may require;

- (ii) Immediately cease using and return to the NPSB/CNP, any personal property or materials, whether tangible or intangible, provided by the NPSB/CNP to the Contractor;
- (iii) Comply with the NPSB/CNP's instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract;
- (iv) Cooperate in good faith with the NPSB/CNP, its employees, agents, and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and
- (v) Immediately return to the NPSB/CNP any payments made by the NPSB/CNP for goods and services that were not delivered or rendered by the Contractor.

Contractors must comply with Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336 added a provision, Section 12(n) to NSLA (42USC1760(n)) requiring school food authorities to purchase, to the maximum extent practicable, domestic commodities and products. Section 12(n) of the NSLA defines a "domestic commodity or product" is defined as one that is either in the U.S. or is processed in the U.S. substantially using agricultural commodities produced in the U.S. as provided in 7 CFR Part 210.21 (d). "Substantial" means that over 51 percent of the final processed product consist of agricultural commodities that were grown domestically, including products from Guam, American Samoa, Virgin Islands, Puerto Rico of the United States. All food items (except for pineapple, mandarin oranges, and tuna) must be of domestic origin. Pineapple and papaya can be imported from the following areas only: Hawaii, Philippines, Thailand and Indonesia. See attached form for identifying foods that do not meet the term "domestic" in applicable food IFB.

2.05 HUB STATEMENT

It is the intent of the Natchitoches Parish School Board to provide maximum practicable opportunities in its solicitations to minority firms, women's business enterprises and labor surplus area firms (2CFR Part 200.321)

The SPONSOR and VENDOR must take all necessary affirmative steps outlined in 2 CFR 20.321 to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.

Affirmative steps will include:

1. Placing qualified small and minority businesses and women's businesses on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Links below may provide sources to find listings of minority and women's business enterprises:

Small business Association List of federally-certified minority and woman-owned businesses:
<http://sba8a.com/>

Louisiana's Hudson Initiative (Small Entrepreneurship) Program
<https://www.doa.la.gov/Pages/osp/secv.aspx>

2.0.6 CLEAN AIR AND WATER ACT

Compliance with all applicable standards, orders, or requirements issued under to the Clean Air Act

(42 U.S.C.7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1357). The Contractor certifies that none of the facilities it uses to produce goods provided under the Contract are on the Environmental Protection Authority (EPA) list of violation Facilities. The contractor will immediately notify the OPSB/CNP of the receipt of any communication indicating threat any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.

2.0.7 CIVIL RIGHTS

In accordance with Federal Law, the Natchitoches Parish Child Nutrition Program adheres to the non-discrimination policy of the U.S. Department of Agriculture as stated in Section II, 2.0.13 in this document.

The Contractor shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CNF Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

2.0.8 EQUAL EMPLOYMENT OPPORTUNITY

The Natchitoches Parish Child Nutrition Program is an equal opportunity employer. The Contractor agrees that it will be compliant with Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implement regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

2.0.9 FEDERAL AND PUBLIC WORKS CONTRACTS COMPLIANCE

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must pay wages not less than once a week.

Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence Appendix II of 2 CFR Part 200(E).

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Procurement of Recovered Materials- A Non-Federal entity that is a state agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines (2 CFR Part 200.322)

SECTION III

TERMS AND CONDITIONS

- 3.0.1 The vendor must have the ability to service the school district according to the contract.
- 3.0.2 Bids must be submitted on the attached bid form(s). All conventional paper bids shall be hand delivered or sent by registered or certified mail with a return receipt requested to the Natchitoches Parish Child Nutrition, 310 Royal Street, Natchitoches, Louisiana, 71458-0016. Each bid shall be sealed in the envelope clearly marked on the outside "**BID #21-01 Paper Supplies.**" **The bids will be received until Wednesday, June 23 2021 at 2:00 P.M.** All bids arriving after the scheduled date and hour **will be returned unopened** to the bidders. No bid may be withdrawn for at least forty-five (45) days after the scheduled closing time for receipt of bid
- 3.0.3 **CORRECTIONS:** All prices and notations must be ink or typewritten. No erasures are permitted. Errors may be crossed out and corrections printed in ink or typewritten adjacent to the crossed out error. Any correction shall be initialed in ink by the person signing the bid.
- 3.0.4 **SPECIFICATIONS:** Bids must be submitted in strict accordance with the specifications contained herein for each item. If bidder is submitting a bid not conforming to specifications, please indicate on bid form, giving all information needed. All products delivered shall have been processed and packed in accordance with good commercial practice. All products shall conform in all respects to all application standards promulgated under the Federal Food, Drug and Cosmetic Act in effect at the time of delivery. Containers specified are to be representative of the product to be furnished if awarded the bid. Failure to furnish all information requested on the bid form, furnish samples and specifications when requested in the bid may result in disqualification of such bid.
- 3.0.5 For each item bid, extensions are to be made on line items. Each page will be totaled. The value of the entire bid is to be totaled on the last page.
- 3.0.6 Contracts will be awarded to the lowest, responsive bidder meeting all bid specifications. **Awards will be based on line by line pricing.** The NPSB/CNP reserves the right to require a performance bond not to exceed 1% of the value of the contract.
- 3.0.7 The NPSB/CNP reserves the right to renew or extend this contract or any portion thereof, for up to two twelve-month periods, upon mutual agreement in writing.
- 3.0.8 Bid prices shall include all delivery and handling charges to the Natchitoches Parish School Board Central Warehouse.
- 3.0.9 **The successful bidder shall furnish a Certificate of Insurance within fifteen (15) calendar days after award of bid but prior to start of service.** Certificate should provide for:
- i. General Liability Insurance with minimum of \$300,000 combined single limit and \$50,000 property damage.
 - ii. Comprehensive General Automobile Liability Insurance with minimum limits of \$100,000/\$300,000 bodily injury and \$50,000 property damage.
 - iii. Workers Compensation with \$100,000 employer liability coverage.

- 3.0.10 **Escalation/De-Escalation of Prices:** Natchitoches Parish Child Nutrition Program will allow for price escalation or de-escalation as may be caused by the effects of the Covid-19 Pandemic. The bid prices quoted shall remain firm for the first 90 days of the bid term. The awarded vendor must submit a written request for a price change on specific products known to have increased appreciably in delivered (landed) cost to the vendor.
- 3.0.11 The quantities stated on the bid form are based on usage reports from the bid period August 1, 2020 through March 31, 2021 and are accurate to the best of our ability to gather data. However, bidders must understand that the fact that a quantity is stated on an item does not constitute a guarantee to purchase an amount in excess of actual requirements. Natchitoches Parish CNP is committed to providing accurate forecasting data.

At this time, no school system has published their exact return to school schedule. NPSB made estimates for this bid as if school will be in session in "normal times". Different methods of meal service may cause some items to be used more, or less. Because these are fluid times, NPSB reserves the right to re-submit the estimates to be purchased and delete items presented in this bid document for pricing. Every effort will be made to maintain constant communication with the awarded vendor so all parties are successful during the execution of this contract.

SECTION IV

SPECIAL TERMS AND CONDITIONS

4.0.1 VOLUME

- a. The estimated quantities of items specified herein are based upon the best information obtainable and represent the estimated and not the actual amounts, which may be required during the contract period.
- b. The fact that specific quantities cannot be determined will not relieve the NPSB/CNP of their obligation to order from the successful bidder, all paper products which in the judgment of the Director of Child Nutrition may be needed, and shall not in any case relieve the successful vendor of its obligation to fill all order which may be required during the contract period.
- c. Estimated quantities which are not ordered prior to expiration of the period specified, or termination of the contract, shall stand automatically canceled.
- d. The projected quantities to be used by the NPSB/CNP are shown on the Request for Quotation Forms.

4.0.2 ORDERS

- a. Orders will be transmitted from the CNP Purchasing Office. Orders may be emailed (preferred), faxed or telephoned.
- b. Deliveries must contain quantities of each type of item ordered.
- c. No personal orders can be taken and/or delivered.

4.0.3 EXCLUSIVITY

- a. The NPSB Child Nutrition Program will use the designated vendor as an exclusive source for paper goods. The only other exceptions might be in time of emergency when purchases from another source might be necessary to complete meal service.

4.0.4 DELIVERY

- a. Delivery shall be made to the Natchitoches Parish School Board Central Warehouse (300 Parkway Drive).
- b. All deliveries are to be made within the operational hours of the Central Warehouse. The successful vendor is responsible for establishing a delivery schedule. This schedule must be submitted to Child Nutrition Services before making any deliveries. The Child Nutrition Department must be notified of any
- c. The vendor should give IMMEDIATE NOTICE to the Child Nutrition Department, (318-352-3438) of inability to deliver. If the vendor is unable to deliver any item requested by the specified delivery date, the Child Nutrition office must be notified so that other arrangements can be made. The NPSB/CNP reserves the right to cancel the portion which has not been delivered with the specified time and/or to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Contractor.

4.0.5 DAMAGED OR UNSUITABLE PRODUCT

- a. The successful contractor will pick up damaged and/or unsuitable product. Natchitoches Parish Schools will be given credit for all damaged and/or unsuitable product.
- b. Vendor may have the option to replace damaged and/or unsuitable product.

4.0.6 HACCP REQUIREMENTS

- a. The Natchitoches Parish Child Nutrition Program expects a Hazard Analysis Critical Control Point (HACCP) plan to be in place by potential vendors and their manufacturers. Prior to awarding the bid, OPSB/CNP may require documentation verifying a written HACCP plan is followed.

4.0.7 INVOICES

- a. Invoices shall be dated as the date items are delivered.
- b. The vendor invoice shall be left at the time of delivery, match with what product was delivered, and contain complete product information. In the event of error (omission/returns) the delivery driver will initial changes to the invoice.
- c. The warehouseman will sign the invoice acknowledging merchandise was delivered to the Warehouse.
- d. The vendor should leave two (2) invoices with the warehouseman at the time of delivery.
- e. In the event of errors, a credit or debit (as the case may be) is to be issued against the invoice.
- f. The credit, or debit, in regards to deliveries or pickups, shall be sent to the CNP office.
- g. All handwritten invoices shall be marked "actual" invoice unless it will be re-billed on a computer-generated ticket.

4.0.8 TAXES

Federal Excise Taxes are not applicable to any purchase of the Natchitoches Parish Child Nutrition Program. Bids should not include any such taxes. Exemption certificates will be furnished upon request. Effective September 1, 1991, according to Act 1029, Parish School Boards are also exempt from paying state and local sales tax.

4.0.9 PAYMENTS

- a. Invoices are paid by the month, not by the invoice. Payment will be made on the 20th of the month following the month of service.
- b. Statements shall be submitted to the Natchitoches Parish School Board, P.O. Box 16, Natchitoches, LA, 71458-0016 Attention: Michael Milner for the one (1) calendar month of deliveries by the 5th of each month.

4.0.10 ADDITIONAL ITEMS

If, during the contract period, new products are brought to the attention of the Child Nutrition Department, such products may be added to this contract if determined by the NPSB/CNP that it would be in the best interest of the program. Such products and prices must be approved by the Director of Child Nutrition and the CN Purchasing Clerk (or their assignees) before the items may be added to the contract. All proper procurement procedures will be followed on new items.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017, subpart c- Responsibilities of Participants. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566). Copies of the regulations may be obtained by contacting the Department of Agriculture.

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED NSTRUCTIONS)

- (1) The prospective lower tier participant certifies, by submission of this proposal, 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 department or agency.

- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with it's bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U. S. Department of Agriculture regulations 7 CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
EXCEEDING \$100,000 IN FEDERAL FUNDS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLI "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME/ADDRESS of VENDOR

TITLE/TITLE of SUBMITTING OFFICIAL

SIGNATURE

DATE

Non-Discrimination Statement: The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or rental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (voice).

USDA is an equal opportunity provider and employer.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See attached for public burden disclosure)

1. Type of Federal Action: (enter letter of choice) <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: (enter letter of choice) <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	6. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value _____	14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (Attach Continuation Sheet(s) SF-LLL-A, if necessary)	
15. Continuation Sheet(s) SF-LLL-A attached: _____ Yes _____ No		
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This Disclosure of Lobbying Activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

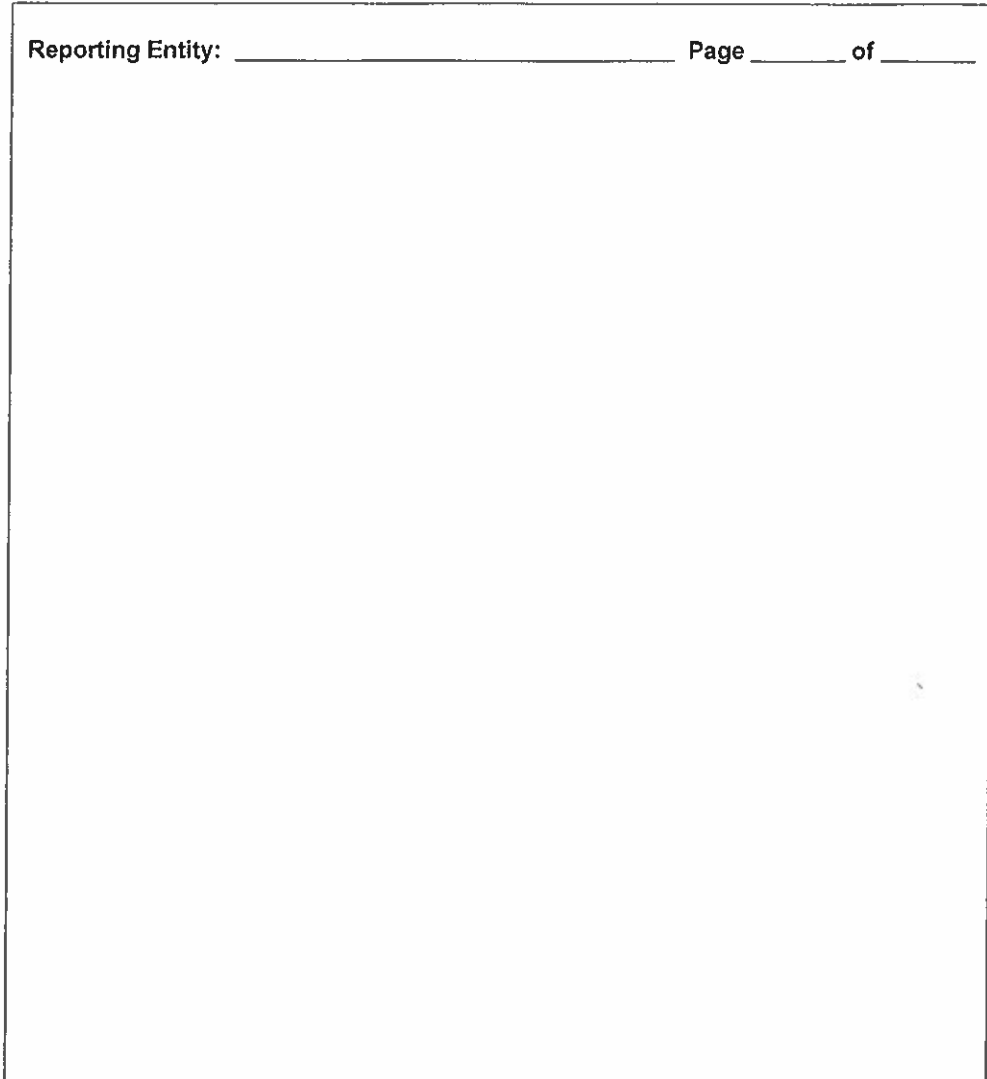
Office of Chief Financial Officer, USDA

Pt. 3018, App. B

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____



Authorized for Local Reproduction
Standard Form - LLL-A

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; contract, grant, or loan award number; application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Certificate of Independent Price Determination

Both the school food authority and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

(Name of Vendor)

(Name of School Food Authority)

(A) By submission of this offer, the offeror certifies and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor.
2. Unless otherwise required by law, the prices with have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to the opening in the case of an advertised procurement, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
3. No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Vendor certifies that:

1. He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
2. He or she is not the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as the agent for the persons responsible for such decisions in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above; or

To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Vendor's Authorized Representative

Title

Date

In accepting this offer the SFA certifies that no representative of the SFA has taken any action which may have jeopardized the independence of the offer reflected above.

SFA's Authorized Representative

Title

Date

*****Note: Accepting a bidder's offer does not constitute award of the contract.***

Natchitoches Parish Schools
Child Nutrition

Request for Bid Quotes (Alternate)

Paper Bid 2021

Bid Group: Paper & Cleaning Supplies **Bid Number:** 1052 **Reference Number:**
Bid Opening Date/Time: 6/23/2021 12:00:00 AM **Bid Period:** From: 7/1/2021 To: 6/30/2022 **Vendor:**

Notes: Or preapproved equal on each item. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS153 Aluminum Foil, Roll, 18 X 500 Heavy Duty; .001 gauge	60 rolls of 1000'	Western Daxwell Reynolds Or Preapproved Equal	282 624 M	1 1 1	box ROLL box			
CS113 Aprons, Disposable, Polyethylene	10 cases	Galaxy AmerCare Handgard Or Preapproved Equal		1 1 100	CS 100 ea PACKAGE 1			

SUBTOTAL

Paper Bid 2021

Bid Group: Paper & Cleaning Supplies

Bid Number: 1052

Reference Number:

Bid Opening Date/Time: 6/23/2021 12:00:00 AM

Bid Period: From: 7/1/2021 To: 6/30/2022

Vendor:

Notes: Or preapproved equal on each item.

Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS154 Bags, Brown Paper	60 bundles of 500	Duro	/	1	1/500 ct			
		B & H	//	1	1/500 ct			
		ERTHPLS		1	1/500 ct			
		Or Preapproved Equal						
CS157 Bags, Sandwich sandwich bag with zip top. approx 1000 ct./box. priced per box	10 cases	Papercraft	/	1	box			
		WBIZ		1	2000 ea			
		Papercraft		1	box			
		INT-765		1	box			
		Elkay		1	box			
		AmerCare	/	1	box			
		Handgard	7483415	1	box			
		Or Preapproved Equal						

SUBTOTAL

Bid Group: Paper & Cleaning Supplies

Bid Number: 1052

Reference Number:

Bid Opening Date/Time: 6/23/2021 12:00:00 AM

Bid Period: From: 7/1/2021 To: 6/30/2022

Vendor:

Notes: Or preapproved equal on each item.

Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS209 Bags, Sandwich, Stand, 6.5 in x 7 in		Unknown	DP657	1	2000 ea			
CS181 Bathroom Tissue	12	Green Heritage Or Preapproved Equal	/	12	CS			
		Daxwell	D10002635	12	CS			
		Roses		1	CS			
		Or Preapproved Equal						
CS160 Bowls, 12-ounce, styro., 12B32 without slanted top, straight top in order to use lid	12	Dart	/	1	1000 ea CS			
		Or Preapproved Equal						
CS169 Brooms, Angler 42" Cut and shaped, stain resistant, polypropylene bristles; flagged polypropylene fill, permanent fusion set. Bristles won't pull out. With handle.	6 cases of 6 ct.	Rubbermaid		1	ea			
		Crystal Lake	12225	1	ea			
		Lagasse	932-A	1	ea			
		Or Preapproved Equal						

SUBTOTAL

Bid Group: Paper & Cleaning Supplies

Bid Number: 1052

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Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS203 Can Liners, 43 x 47, 2.0 mil	50	Glutton Black	SL4347200K	1	CS			
		Unknown	100	1	CS			
		All American Poly	4347XXH-AAP/100	1	CS			
		INT-4347-SUPER EX-HVY	INT-4347/100	1	CS			
		Or Preapproved Equal						
CS201 Can Liners, 51 x 56, 1.3 mil	155 cases of 100	Hitech	EJ-5152B1K	1	CS			
		UPC	6156 HV	1	60 gal			
		SCScertified	M515613	1	CS			
		Or Preapproved Equal						
CS215 Clorox wipes	12 cases of 6	Unknown		12	1 ea			
		Clorox		6	1 ea			
		Or Preapproved Equal						

SUBTOTAL

Bid Group: Paper & Cleaning Supplies

Bid Number: 1052

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Notes: Or preapproved equal on each item.

Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS101 Detergent, without bleach without bleach	24 containers	Pelican		1	50 lb			
		Premier		1	50 lb			
		Hitech		1	50 lb			
		Or Preapproved Equal						
SM116 Dust Pan, Lobby	12 dustpans	Rubbermaid		1	ea			
		Golden Star	MPDPL	1	ea			
		Continental	CN-912	1	ea			
		Or Preapproved Equal						

SUBTOTAL

Bid Group: Paper & Cleaning Supplies

Bid Number: 1052

Reference Number:

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Bid Period: From: 7/1/2021 To: 6/30/2022

Vendor:

Notes: Or preapproved equal on each item.

Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS151 Foil, Sheets, 12 x 10 3/4	40 cases	Durable	/	1	CS			
		Daxwell	/	1	CS			
		Supreme Source	6/500 ct	1	CS			
		Reynolds	6/500	1	CS			
		Western	WP-635	1	CS			
		Or Preapproved Equal						
CS400 Food Container, 6oz, Styro	200 cases	Dart	6S112	1000	1 Each			
		Or Preapproved Equal						
CS403 Fork and Napkin Kit	500 cases	Wallace	3625	1000	1 Each			
		Or Preapproved Equal						

SUBTOTAL

Paper Bid 2021

Bid Group: Paper & Cleaning Supplies **Bid Number:** 1052 **Reference Number:** _____
Bid Opening Date/Time: 6/23/2021 12:00:00 AM **Bid Period:** From: 7/1/2021 **To:** 6/30/2022 **Vendor:** _____

Notes: Or preapproved equal on each item. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS135 Gloves, Latex, Mixing, Large	50 cases	Inteplast		10	100 ea BOX			
		JRMI		10	100 ea BOX			
		Tradex		10	100 ea BOX			
		Daxwell	F10000317	10	100 ea BOX			
		Or Preapproved Equal						
CS110 Gloves, Plastic, Large (Serving)	40 cases	AmerCare		10	100 ea			
		Inteplast	10/100	10	100 ea			
		Daxwell	F10000442	10	100 ea			
		Or Preapproved Equal						

SUBTOTAL

Paper Bid 2021

Bid Group: Paper & Cleaning Supplies **Bid Number:** 1052 **Reference Number:** _____
Bid Opening Date/Time: 6/23/2021 12:00:00 AM **Bid Period:** From: 7/1/2021 **To:** 6/30/2022 **Vendor:** _____

Notes: Or preapproved equal on each item.

Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS109 Gloves, Plastic, Medium (Serving)	55	Inteplast	10/100	1	bx			
		AmerCare	PM6501	10	100			
		Daxwell	F10000443	1	bx			
		Or Preapproved Equal						
CS112 Gloves, Rubber, Large	25 doz	AmerCare	399-2	1	100			
		Tradex	TI-LI6500	1	dz			
CS111 Gloves, Rubber, Medium	25 doz	Or Preapproved Equal						
		AmerCare		1	dz			
		Tradex	TI-LMD6500	1	dz			
Or Preapproved Equal								

SUBTOTAL

Bid Group: Paper & Cleaning Supplies **Bid Number:** 1052 **Reference Number:** _____
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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS198 Gloves, Vinyl, Medium (Mixing)	50 cases	CHOICE	/	1	CS			
		CHOICE		1	CS			
		Tradex International/Ambi tex	TI-VMD5201	10	100			
		Or Preapproved Equal						
CS208 Gloves, Vinyl, XL (Mixing)	25 cases	Tradex	TI-VXL5201	10	100			
		Daxwell	F10000326	10	100			
		Or Preapproved Equal						
CS2002 Hand Sanitizer Liquid or gel alcohol based hand sanitizer with a minimum of 60% ethanol or 70% isopropanol.	20 cases	Sea Wash		1	3/1 gal			
		Or Preapproved Equal						
CS401 Lids for 6 oz Container, Plastic	200 cases	Dart	12JL	1000	1 Each			
		Or Preapproved Equal						

SUBTOTAL

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Additional line for each item is available to enter the Brand, Case/Unit Description and case price. Must provide sample for approved substitutions. Please note any additional case information for brands listed.

Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS212 Lysol Spray	12 cases of 6	Lysol		12	19 oz			
CS214 Medical face mask	45 boxes of 50	Moosh Or Preapproved Equal		1	box (50 ea)			
SM119 Mop Bucket/Wringer Combo, 35qt., Wavebreak	24	Rubbermaid - 7580-88 Continental Hitech EJ-Combo Or Preapproved Equal	CN335-312	1	1 ea			
CS159 Mop Handle - 54" maid handle to fit screw on mop head	48	LayFlat ABCO Or Preapproved Equal	#2	1	1 ea			

SUBTOTAL

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Notes: Or preapproved equal on each item.

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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS193 Mop Heads, 20 oz., cotton 20 oz., screw-on	100	Hitech		1	1 ea			
		ABCO	CM2224	1	12			
		Or Preapproved Equal						
CS104 Napkins, Tall Fold (7 X 12), Dispenser Type	50 cases	Dixie	24/250 ct	1	CS			
		Daxwell	D10001232	1	CS			
		Or Preapproved Equal						
CS165 Pan Liners, 16 3/8 x 24 3/8)	20	Papercon		1	1000 ea BOX			
		Nova		1	1000 ea BOX			
		Durable		1	1000 ea BOX			
		Or Preapproved Equal						

SUBTOTAL

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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS102 Paper Towels, Roll Type	40 cases	Green Source	12 roll	12	ROLL			
		Hitech		12	ROLL			
		Sysco Classic	12 roll	12	ROLL			
		Daxwell	D10001337	12	ROLL			
		SCA	RK350A	12	ROLL			
		Or Preapproved Equal						
CS103 Paper Towels, Single Fold Type 5 in. fold to fit Fort Howard Dispensers	20 cases	Metro Paper Co.		1	4000 ea CASE			
		Green Soft		1	4000 ea CASE			
		ERTHPLS		1	4000 ea CASE			
		National Packaging		1	4000 ea CASE			
		Or Preapproved Equal						

SUBTOTAL

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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS156 Plastic Film Wrap, 18 x 2000 Heavy Duty	50	Daxwell Inteplast Reynolds		1 1 1	box box box			
		Daxwell	J20004598	1	box			
		Network Netchoice	WP-N182	1	box			
		Or Preapproved Equal						
CS118 Plates, Round, 3 sections 500 ea	200 cases	Dart Darnel		1 1	CS CS			
		Pactiv	TH1-0011	1	CS			
		Or Preapproved Equal						
CS402 Spoon and Napkin Kit	500 cases	Wallace	3626	1000	1 Each			
		Or Preapproved Equal						

SUBTOTAL

Bid Group: Paper & Cleaning Supplies **Bid Number:** 1052 **Reference Number:** _____
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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS108 Towelette, Pre-Moistened	24	Royal Paper		1	CS			
		Speciality Quality Packaging	10/100	1	CS			
		Kari Out	RJSG700264	10	100			
		Or Preapproved Equal						
SM140 Trash Can Dolly for round containers, to fit 55 & 32 gal	5	Rubbermaid	628-075	1	1 ea			
		SYSTRNZ	0834697	1	1 ea			
		Rubbermaid	FG2640	1	1 ea			
		Continental		1	1 ea			
		Or Preapproved Equal						

SUBTOTAL

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Item Description	Requested Quantity	Approved Brands	Product Codes	Units per Cases/ Container	Unit Size	Vendor Number	Bid Price per Case	Comments
CS120 Trays, Hinged-Lid, Lg (9.12 x 9 x 3.25), 3 compartment, 150 ct 200 ea, 3 compartments	750 cases	Foam Packaging - FST993		1	CS			
		Dart		1	CS			
		Sysco Classic	150	1	CS			
		Sysco Classic	7551324	1	CS			
		Carlisle	6138941	1	CS			
		Pactiv	YTDI-9903ECN	1	CS			
		Or Preapproved Equal						
		Foam Packaging - FST6500		1	CS			
		Pactiv	4/125 ct	1	CS			
		Or Preapproved Equal						
CS119 Trays, Serving, Styrofoam, 6 compartment Foam Packaging, 500 ct., 6 compartment	750 cases	Kimberly Clark	1080	1	CS			
		Or Preapproved Equal						
CS107 Wipes, Disposable, Lt. Duty	75 cases							

SUBTOTAL

Signature of Authorized Representative _____

Date _____

Name of Authorized Representative _____

TOTAL _____

May 17, 2021 2:36 PM