

**INVITATION TO BID**  
**BULK COPY PAPER (REBID)**

**Solicitation #2024-SWB-03**



**Bid Due Date: March 22, 2024**  
**Bid Due Time: 10:00 AM CST**

# **Sewerage and Water Board of New Orleans**

## **Invitation to Bid**

### **Solicitation 2024-SWB-03**

### **Bulk Copy Paper (REBID)**

The Sewerage and Water Board of New Orleans (Board) is soliciting bids for Hammermill copy/printer paper in bulk which will service all Board departments.

**In Accordance LA. R.S. 39:1655, adopted by the Board this solicitation specification has been approved as proprietary and only the brand(s) number(s) specified will be considered for award.**

Invitation to Bid (ITB) will be available **March 8, 2024**, for download at the following websites:

Board: [https://www2.swbno.org/business\\_bidspecifications.asp](https://www2.swbno.org/business_bidspecifications.asp)

LAPAC: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181>

Inquiries and/or Requests for Clarification are due to **Kimberly Barnes, on March 15, 2024, no later than 5:00 pm CST** via in writing or email to [kbarnes@swbno.org](mailto:kbarnes@swbno.org). All responses will be posted on or before **March 19, 2024**.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **March 22, 2024, at 11:00 a.m. (CST)**. For submission instructions, see bid documents.

**Fax and email submission will not be accepted.**

Bids will be publicly opened on **March 22, 2024, at 11:30 a.m. (CST)** in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

**LATE BIDS WILL NOT BE ACCEPTED.**

**Sewerage and Water Board of New Orleans**  
**Invitation to Bid**  
**Solicitation# 2024-SWB-03**  
**Bulk Copy Paper (REBID)**

**Bidder's Information**

**1. Point of Contact/ Inquiries/ Requests for Information:**

The point of contact for this ITB is Kimberly Barnes. All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes, Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to [kbarnes@swbno.org](mailto:kbarnes@swbno.org) no later than timeline stated in the **Anticipated Bid Timetable** below. Any request received after that time may not be reviewed for inclusion in this ITB. The request shall contain the requester's name, address, and telephone number.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the ITB, posted on Board's website, and issued prior to the ITB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this ITB or in any addenda issued. Where there appears to be a conflict between this ITB and any addendum issued, the last addendum issued will prevail.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

**2. Submission Instructions:**

**Ways to submit a bid:**

**Hard Copy Submission:**

Signed hardcopy of the bid in a sealed envelope

Mark the front envelope with the following:

Solicitation # 2024-SWB-03 Bulk Copy Paper

Company Name

Company Address

Company Contact Name, Phone Number, and Email Address

Address envelope to:

Sewerage and Water Board of New Orleans

Attn: Kimberly Barnes

625 St. Joseph St. Rm 133

New Orleans, LA 70165

Fax and email submission will not be accepted.

**Mail or courier specifications:**

Bidder remains responsible for ensuring that the bid is delivered prior to the submission deadline with a proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the bid.

- Bid documents should be contained in a sealed envelope and be placed in the shipping envelope or box. If the mailed bid is not contained in a separate sealed envelope, the bidder takes the risk that the envelope may be inadvertently opened, and the information compromised.
- Please add the Procurement Analyst's name in the Attention Line of the shipping label to ensure proper delivery.

**3. Bid Opening**

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable.**

Bids will be publicly opened in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

**Microsoft Teams meeting**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 224 068 343 469

Passcode: F9y4fq

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 504-224-8698,,329541137#](#)

**4. Anticipated Bid Timetable**

The Board will make every effort to administer the ITB process in accordance with the terms and dates discussed in this solicitation. However, the Board reserves the right to modify the ITB process and dates as deemed necessary at its sole discretion. The Procurement Department will a written addendum to the ITB should there be any changes.

Event	Date	Local
ITB Release	March 8, 2024	
Written Questions Deadline	March 15, 2024	5:00 p.m.
Responses to Questions	March 19, 2024	
Bid Due Date and Time	March 22, 2024	11:00 a.m.
Bid Opening	March 22, 2024	11:30 a.m.
Award of Contract	TBD	

**5. Changes, Addenda, or Withdrawal of Bids Before Deadline:**

Any changes or addenda to a bid must be submitted in writing, signed by the authorized representative, cross-referenced clearly to the relevant bid section, and received by the Board’s Procurement Department prior to the bid due date and time. Changes and addenda must meet all requirements for the bid. Any Bidder choosing to withdraw must submit a written withdrawal request to the Board’s Procurement Department prior to the bid due date and time.

**6. Prohibition on Communication**

From the time of advertising, and until the final award, there is a prohibition on communication by any Bidder (or anyone on their behalf) with the Board staff. Breaking the established prohibition on communication may result in a disqualification of the bid.

The point of contact for this ITB is Kimberly Barnes. All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes, Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

**7. Economically Disadvantaged Business Program**

It is the policy of the Board to encourage all vendors/contractors to identify and use SEWERAGE AND WATER BOARD OF NEW ORLEANS certified DBE vendors to the fullest extent possible, even when a definitive DBE participation goal has not been established by the Board for a specific contract.

Contractor agrees to use its best efforts to carry out this policy by utilizing the current listings of approved DBE vendors available at the Board’s website at

[https://www.swbno.org/business\\_disadvantagedbusinessprogram.asp](https://www.swbno.org/business_disadvantagedbusinessprogram.asp).

8. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments shall result in your bid being deemed non-responsive.

NOTE: BIDS ON FORMS OTHER THAN THOSE PROVIDED WILL NOT BE CONSIDERED.

9. All bids must be received by the Board on or before the Delivery Deadline. Bids delivered after the said deadline shall be rejected.

10. The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

**NOTE: ITEMS WILL BE ORDERED ON AN AS NEEDED BASIS ONLY.**

11. Prices bid in the submission must be written or typed legibly. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

12. Discrepancies between the indicated product of any row of figures on the Bid Form and the correct product will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

13. Submissions from any person, firm or corporation in default upon any contract with the Board will neither be received nor considered.

**14. Any bid which does not fully comply with all the provisions of the “Bidder’s Instructions” and the “Specifications” will be deemed non-responsive.**

15. If a Bidder withdraws their bid after the bid due date and time and/or the bid opening time, the withdrawing Bidder will be prohibited from resubmitting for this ITB in accordance with La. R.S. 38:2214(D)(1).

16. The Contract may be awarded to a single bidder or to separate bidders whichever should appear to the best interest of the Board. If two or more bids are received, equal in amount and lower than any other bid, the Board reserves the right to evaluate the bids and to decide which bid will be accepted. All other conditions being equal, preference will be given in accordance with La. R.S. 38:2184.

17. The Board reserves the right to reject any and all bids or proposals for just cause.

18. All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

19. **Awards**

The Board specifically reserves the right to evaluate bids and award items separately, grouped or an all or none basis, and to accept the bid, which is in the best interest of the Board, and to reject all proposals if that is in the best interest of the Board.

**20. Objection of Recommendation/Award**

Any formal protest against the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at [cmoses@swbno.org](mailto:cmoses@swbno.org) according to the Board's Policy 83(R): Procedural Rules for Bid Appeals.

**21. Tabulations**

To view unofficial bid tabulations after the bids have opened, please visit the Board website under Doing Business – Bids – Tabulations

[https://www2.swbno.org/business\\_bidtabulations.asp](https://www2.swbno.org/business_bidtabulations.asp)

**22. Ownership:**

All bids to this ITB are the property of the Board for all purposes. Bidders must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

**23. Effect:**

This ITB and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this ITB. The Board may cancel or modify this ITB or any resulting solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, any professional services agreement executed by the Board will be issued the exclusive statement of rights and obligations extending from this solicitation.

**24. Errors or Omissions:**

The Board will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in bids by the Board or the Bidder. The Board, at its option, has the right to require clarification or additional information from the Bidder.

**25. Cost of Preparation:**

The Board is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by the Board.

**26. Public Records Requests**

To request a public record for the proposal documents, please submit to the following website:  
<https://swbno.nextrequest.com/>

## General Specifications

### **1. Beginning Dates of Contract and Shipments**

The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements of the two (2) years. The contractor shall be prepared to begin shipments per the shipment delivery requirements in these specifications immediately upon execution of the contract.

The quantity listed is an estimate. In the event a greater or lesser quantity is needed, the Board reserves the right to increase or decrease quantity as needed.

### **2. Length of Contract Term**

The unit prices shall cover the requirements of the Board for a period of two (2) years, with three (3) one-year renewal options. If requested by the Contractor and approved by the Board.

Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month-to-month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

### **3. Contract Renewal Option**

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

### **4. Price Adjustments:**

Contract prices are to remain firm through the effective dates of the contract. The Contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the Contractor's proposal stating his intent to renew the contract. If the Contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the Contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. The Board may request decrease of prices under the same terms and conditions.

## Technical Specifications

In Accordance LA. R.S. 39:1655, adopted by the Board this solicitation specification has been approved as proprietary and only the brand(s) number(s) specified will be considered for award.

The Sewerage and Water Board of New Orleans would like to establish a contract with a vendor to supply Hammermill copy/printer paper according to the following specifications:

Paper may be ordered by cases for lesser quantities and up to pallets.

Hammermill Premium Laser Print 24lb Copy Paper

Item: 104604

8-1/2 x 11

Approximate 480 cases ordered per year

Hammermill

Item: 105015

8-1/2 x 14

Approximate 120 cases ordered per year

Hammermill Premium Color 28lb Copy Paper

Item: 102541

11 x 17

Approximately 20 cases order per year

**No recycled copy paper.**

Confirmation of delivery date should be made between 24 – 48 hours after receipt of purchase order.

It is imperative that delivery be made on the day and time agreed upon by SWBNO and vendor. SWBNO must have a minimum of 24-hour notification of any cancelled delivery. If the delivery is not made as agreed and not cancelled as noted above, and it is determined by the Board that the missed delivery time is the fault of the vendor, then vendor shall be responsible for all costs incurred for equipment rental and or personnel hired to facilitate immediate delivery, including all attorney fees necessary to collect same.

### **1. BID FORM**

Successful bidder must supply all items at their respective bid price whether the total of such requirements be more or less than the quantities given for the duration of the contract in the event a greater or lesser quantity is needed, Board reserves the right to increase or decrease the quantity needed. Orders will be released only as needed by the appropriate Board representative.

The successful bidder shall be required to maintain sufficient stock to comply with all emergency needs of the Sewerage and Water Board. In making the award of the contract, consideration will be given to the contractor's ability to deliver sufficient quantities of all items specified to the satisfaction of the Board. Items in this Proposal will require a fifteen (15) working day delivery.

### **3. DELIVERIES**

Delivery of paper must be on pallets, neatly stacked, and tightly secured on 48” x 40” size pallets and height not to exceed 56”.

Delivery shall be inside delivery offloaded in the Print Shop room located at the following location:

Sewerage and Water Board of New Orleans Administration Building  
625 St. Joseph Street Basement Room  
New Orleans, LA 70165

Pallets of paper will be ordered on an as-needed basis and the purchase order will reflect the delivery location.

For each delivery the vendor must submit a delivery ticket showing the purchase order number, delivery date, quantity, delivery ticket number and delivery point.

Late deliveries shall be refused and must be delivered the next day according to the delivery times noted.

The vendor shall call the Procurement Office 24 hours prior to delivery to confirm shipment at 504-585-2124, 504-585-2355, or email at [printrequest@swbno.org](mailto:printrequest@swbno.org).

### **4. INVOICING**

Invoices shall be submitted by the vendor to the Sewerage and Water Board of New Orleans that shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shipment shall be submitted directly to the Accounting Department at [vendorinvoices@swbno.org](mailto:vendorinvoices@swbno.org).

### **5. COOPERATIVE AGREEMENT**

Per Louisiana Revised Statute 38:321.1 and 39:1702(A)(1), Louisiana State public procurement units may be authorized (potential) users of the contract, subject to the pricing and terms set forth in the contract. All purchases by governmental agencies, other than SWBNO, will be billed directly to and paid by that governmental agency. SWBNO will not be responsible for another governmental entity’s debts. Each governmental agency will place their own orders with the successful proposer(s) and be responsible for ensuring full compliance with the bid specifications. Prior to other governmental agencies placing orders, SWBNO will notify the successful proposer of their intent.

The Board Cooperative Purchasing, whose decision shall be final, will make all decisions regarding bid award(s).

Please indicate on the Cover Sheet – Attachment A if you will permit other governmental entities to purchase from your agreement with SWBNO.

**6. PRODUCT SUPPLY**

The vendor shall maintain an adequate stock of items included in the bid to meet the needs of the Participant.

**In cases when the lowest bidder cannot supply the “Bulk Copy Paper” in a timely manner or in emergency cases when immediate delivery is needed, the Board reserves the right to purchase the “Bulk Copy Paper” from the next lowest bidder at their price quoted in this proposal, without the need of obtaining any further pricing.**

**ATTACHMENT A**  
**INVITATION TO BID REQUIREMENTS**

**Bulk Copy Paper (REBID)**  
**Solicitation # 2024-SWB-03**

Please note this checklist serves ONLY as a helpful guide. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response. Please review the solicitation and its entire requirements, specifications, terms, and conditions of the solicitation for details.

\_\_\_\_\_ Attachment B Cover Sheet (**Required**)

\_\_\_\_\_ Attachment C Bid Forms (**Required**)

\_\_\_\_\_ Attachment D Affidavits (**Required**)

Attachment A Invitation to Bid Requirements (**Informational Purposes**)

Attachment E Terms and Conditions (**Informational Purposes**)

Failure to submit all required documents will render your bid non-responsive.

**ATTACHMENT B**  
**COVER SHEET**

**Invitation to Bid: 2024-SWB-03 Bulk Copy Paper (REBID)**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

**Please provide the key contact person's information below:**

**Primary Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please respond to statement below by circling Yes or No:**

**You will permit other governmental entities to purchase from your agreement with SWBNO.**

**Circle: Yes or No**

**This ITB must be signed by an authorized Representative of the Company/Firm for bid to be valid. Signing indicates you have read and comply with the Instructions and Conditions.**

Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT C**  
**BID FORM**

**In Accordance LA. R.S. 39:1655, adopted by SWBNO This solicitation specification has been approved as proprietary and only the brand(s) number(s) specified will be considered for award.**

**Solicitation # 2024-SWB-02- BULK COPY PAPER**

<u>Description</u>	<u>Brand</u>	<u>Item Number</u>	<u>Price Per Case</u>	<u>Price per Pallet</u>
8-1/2 x 11	Hammermill	104604		
8-1/2 x 14	Hammermill	105015		
11 x 17	Hammermill	102541		

**Delivery Costs:** \_\_\_\_\_