

LASALLE PARISH SCHOOL BOARD

INVITATION TO BID

FOR

*Labor, Materials, and Equipment Necessary to
Renovate Interior Commons Area
at Jena Junior High School*

Sealed Bid No. 26-05

BID RELEASE DATE: **March 25, 2026**

BID DUE DATE & TIME:

No later than

10:00 AM CST, Tuesday, April 21, 2026

LASALLE PARISH SCHOOL BOARD

P.O. BOX 90, JENA, LA 71342

TELEPHONE (318) 992-2161

INVITATION TO BID

Sealed bids will be received by the Maintenance Department in the LaSalle Parish School Board Office Building, 3012 North First Street, Jena, Louisiana, until 10:00 AM CST, Tuesday, April 21, 2026 for:

Labor, Materials and Equipment Necessary to Renovate Interior Commons Area at
Jena Junior High School
(Bid No. 26-05)

After stamping to acknowledge timely receipt, bids will be publicly opened and read by the staff of the LaSalle Parish School Board. Sole responsibility for proper delivery of bid is that of the bidder. Any offer received after closing time (10:00 AM CST, Tuesday, April 21, 2026) will be returned unopened.

To obtain specifications and bid forms, please contact the LPSB Maintenance Department by emailing your request to tglenn@lasallepsb.com or sending your written request to P.O. Box 90, Jena, LA 71342. Specifications and bid forms are also available at www.centralbidding.com; fees may be associated with the use of this site. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

All bids must be accompanied by an original bid security equal to five (5%) of the total amount bid and must be in the form of a Bid Bond, Certified Check, Cashier's Check, Bank or Postal Money Order.

Awards will not be made on the date of the bid opening but will be awarded by the School Board at a later meeting. Subject to the provisions of R.S. 38:2211 et. seq, the LaSalle Parish School Board reserves the right to reject any and all bids for just cause.

Bids may be submitted electronically at www.centralbidding.com or in sealed envelopes clearly marked "Renovate Interior Commons Area at Jena Junior High School (Bid No. 26-05)" with the Louisiana Contractors License Number and delivered to:

Maintenance Department
LaSalle Parish School Board
3012 North First Street
Jena, LA 71342

By /s/ Mr. Jonathan Garrett, Superintendent
LASALLE PARISH SCHOOL BOARD

Publication Dates:

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Please verify that all bid specification pages and forms were received according to the table of contents. If pages are missing, please call 318-992-2161 for replacement pages.

INSTRUCTIONS TO BIDDERS

SECTION I - PREPARATION OF BIDS

- A. LOUISIANA UNIFORM PUBLIC WORK BID FORM:** Form must be complete and submitted in order to qualify the bidder.
- a. **BIDDER CERTIFICATION AND IDENTIFICATION:** Failure to indicate the bidder's exact legal name may rule the bid irregular. An unsigned bid is considered a "no bid."
 - b. **ASSIGNMENT:** Required to assure that the State of Louisiana is able to pursue through litigation under both state and federal antitrust laws its rights to recover damages for its indirect purchase of price-fixed goods.
- B. MANDATORY PRE-BID MEETING:** All bidders are invited to participate in a Mandatory Pre-Bid Meeting on Tuesday, April 14, 2026, at 10:30 AM CST. The meeting will be held at 3012 N 1st St, Jena, LA 71342. Vendors are invited to attend in person or to participate in a conference call. The doors will close at TIME AM CST. The conference bridge will open at 10:20 AM CST (ten (10) minutes prior to meeting time) to allow callers ample time to dial in. Virtual participants must contact Sara Andrews, Business Manager, at least 2 working days in advance of the meeting to obtain dial-in instructions.
- Sara Andrews, Business Manager
sandrews@lasallepsb.com
(318) 992-2161 ext. 120
- C. INSTRUCTIONS TO BIDDERS.** Defines conditions of the bid.
- D. ISSUING OFFICE.** This Invitation to Bid (ITB) is issued by and for LaSalle Parish School Board (LPSB). LPSB is the sole contract for this ITB.
- E. GENERAL WORDING.** Where the words "BIDDER", "CONTRACTOR" or "VENDOR" are mentioned in these specifications, it shall be understood to refer to the individual or corporation submitting a bid and to whom a contract may be awarded. Where the words "OWNER", "LPSB", "DISTRICT" or "SCHOOL BOARD" are mentioned in these specifications, it shall be understood to refer to LASALLE PARISH SCHOOL DISTRICT.
- F. INCURRING COSTS.** LPSB is not liable for any cost incurred by the bidders prior to the issuance of a contract and accompanying purchase order.
- G. SPECIAL CONDITIONS.** Conditions found on succeeding pages always supersede the INSTRUCTIONS TO BIDDERS when the two are in conflict.
- H. ITEM SPECIFICATION.** Specifying of a certain brand, make or manufacturer is to denote the quality, type and standard of the article desired. Articles offered must be new merchandise (unless specifically accepted) and must be of equal or a superior grade.
- a. It is recognized there may be other brands that could likely serve the needs of the school system. However, it should be understood by the bidder that the use of brand names and numbers is to establish standards and styles of products that have been judged to meet the needs of the District. Such use of brand names is in no way designed or intended to restrict the bidding, but contrarily, to invite bids of comparable products that would equally satisfy the requirements stated herein. Equivalent brands that meet the approval of the LaSalle Parish School District will be accepted.
 - b. If bidding items other than as specified, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information (such as illustrations, technical data, catalog or catalog cuts, descriptive literature, and page numbers in the catalog) necessary to sufficiently identify the articles offered. Failure to do so shall prevent consideration of the item bid. If such literature is too large for the bid envelope, a separate envelope may be used by the bidder, provided the envelope is properly labeled and submitted with the bid. The Bid Number MUST be stated on the outside of the mailing envelope.

- c. Failure to submit descriptive information shall cause the bidder's bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer.
- I. **OBJECTIONS.** Objections to the bid specifications/conditions must be in writing and must be received by the Purchasing Agent at least five (5) business days prior to the date specified for acceptance of the bid.
- J. 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". Added by Acts 1958, No. 318, §2.
- K. **Pre-Award Inquiries:** All inquiries regarding this Bid shall be made in writing and mailed, emailed or faxed to:

LaSalle Parish School Board
 Travis Glenn, Maintenance Supervisor
 PO Box 90, Jena, LA 71342
 Email: tglenn@lasallepsb.com
 Phone: 318-992-2161 ext. 111
 Fax: 318-992-7400

SECTION II - SUBMITTING OF BIDS

- A. **BID FORMS.** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided and properly signed. Bids in the following manner will not be accepted:
 - a. Bid contains no signatures.
 - b. Bid completed in pencil.
 - c. Bid not submitted on the LPSB standard forms.
 - d. Bid submitted without or an inappropriate bid security.
 - e. Bid contains un-initialed alterations, i.e. white out, mark-throughs.
- B. **PRICES.** The bidder shall quote a net unit price for a turnkey project. See LOUISIANA UNIFORM PUBLIC WORK BID FORM.
- C. **FREIGHT.** All prices bid shall include platform delivery F.O.B. LaSalle Parish, LA. All cartage, drayage, packing, etc. shall be delivered to and unloaded at the receiving station designated herein. All shipments must be received and accepted by a designated agent of the School Board.
- D. **DISCOUNTS.** Discounts for prompt payment as may be offered on the bid or on the invoice will be accepted, but these discounts will not be considered in evaluating bids for purposes of determining a low bidder.
- E. **ELECTRONIC BIDS.** Bids may be submitted electronically by visiting www.centralbidding.com.
- F. **BID ENVELOPE.** For paper bids, seal the bid inside an envelope. If the bid is being submitted in multiple envelopes then **any** and **all** envelopes shall be sealed and marked on the outside with the **Louisiana Contractors License Number, Bid #, Bid Name and Bidder's Name** and addressed to the LaSalle Parish School Board Maintenance Department, 3012 North First Street, Jena, Louisiana, 71342.
- G. **PLACE, DATE AND HOUR.** All bids shall be submitted to the LaSalle Parish School Board located at 3012 North First Street, Jena, LA 71342 or submitted electronically at www.centralbidding.com.
 - a. The specifications indicate the date and hour of the bid opening. Bids will be received until the stated date and time; late bids arriving after the stated date and time will not be considered.
 - b. All bids shall be either hand delivered by the bidder or his agent, or bids may be sent registered or certified mail with a return receipt requested or by regular mail.
 - c. ***IMPORTANT*** The responsibility for timely presentation (delivery) of bids rest solely with the bidder. Bids delayed through the mail and arriving after the stated date and hour cannot be accepted. It is the sole responsibility of the bidder to verify that the office will be open at the time their bid is expected to arrive.
- H. **BID SECURITY DEPOSITS.** An original bid security deposit is required for this bid.
 - a. Bid security shall be in the form of a certified check, cashier's check, bank money order or bidder's bond in the sum of five percent (5%) of the total amount of the bid.
 - b. Bid security must accompany the bid proposal; it cannot be submitted after the bid has been opened.
 - c. Bid security deposits shall be returned after a satisfactory contract/purchase order has been made with the successful bidder, all items have been delivered and/or installed or if any or all bids are rejected.

- Failure to deliver a bid may subject your bid security to forfeiture in the form of liquidated damages.
- d. Any bid received and opened without a bid security when such bid has been required as a part of the bid shall be ruled a "no bid" and cannot be considered.

SECTION III - CONTRACTS, PURCHASE ORDERS AND PERFORMANCE SECURITY

- A. **PURCHASE ORDERS / WORK ORDERS / CONTRACTS** If any bid is accepted, Purchase Orders and/or General Service Contracts will be issued by the board for all products and services awarded.
- B. **PERFORMANCE SECURITY** Per LA RS 38:2241, A performance bond of at least 100% and a payment bond of at least 50% is required on projects over \$25,000; awarded contractor will secure and submit bonds prior to issuance of Notice to Proceed.
- C. **FAILURE TO PERFORM (DELIVER AND/OR SERVICE)**. In the event a successful bidder fails to perform on the awarded bid, the Board shall declare the successful bidder in default. Bid security shall be forfeited to LPSB as liquidated damages in the event the successful bidder fails to perform on the awarded bid. The successful bidder in default will not be permitted to bid for a period of 2 years on any business with the LaSalle Parish School Board.
- D. **WAIVER**. Pursuant to the provisions of LRS 38:2216, bidders shall provide written documentation with the bid if claiming any part of these provisions.

SECTION IV - CHANGE OR WITHDRAWAL OF BIDS

- A. **CHANGE OR WITHDRAWAL PRIOR TO BID OPENING**. Should any bidder desire to change or withdraw his bid, he shall do so in writing to the Purchasing Agent. This communication shall be received prior to the date and hour of the opening. Should you choose to withdraw your bid, this action will result in forfeiture of your bid security not as earnest money but as liquidated damages for the default or nonperformance of the bidder.
- B. **CHANGE AFTER BID OPENING BUT PRIOR TO BID AWARD**. After bids are opened, they may not be changed except to correct obvious errors or clerical mistakes. The bidder shall submit to the Board prior to the final award by the Board verification of the correct bid actually intended.
- C. **WITHDRAWAL AFTER BID OPENING BUT PRIOR TO BID AWARD**. After bids are opened, a bidder may request that his bid be withdrawn for good cause. Such requests must be submitted in writing to the Board prior to the final award by the Board. Should you choose to withdraw your bid, this action will result in forfeiture of your bid security not as earnest money but as liquidated damages for the default or nonperformance of the bidder.

SECTION V - REJECTION OF BIDS

Subject to the provisions of R.S. 38: 2211 et. Seq., the LaSalle Parish School Board reserves the right to reject any or all bids for just cause.

SECTION VI - AWARDS

- A. **BASIS FOR AWARDS**. The recommendations are based on an evaluation of bids submitted and a contract/purchase order will be awarded by the Board to the responsible and responsive bidder(s) with the lowest total taking into consideration the quality of the products to be supplied, their conformity with specifications, the purpose for which they are required and the time of delivery.
- B. **BID PROPOSAL EVALUATION**. Bids will be evaluated for completeness. Bidders are encouraged to submit their bid proposals as clearly and concisely as possible in order that a thorough evaluation can be made. LaSalle Parish School Board reserves the right to accept or reject any proposal for cause.
- C. **TIE BREAKER**. In the event of a tie, awards will be made to the vendor meeting specifications in the following manner:
 - a. Bidder located in parish will have 1st preference.
 - b. Bidder located in state, second;
 - c. Service history of the company and length of time in business. The company that has been in business longer with an exceptional service record will be recommended to the board notwithstanding "a"

and/or "b" respectively.

- D. INCREASE OR DECREASE IN BID QUANTITY.** Any increase/decrease shall require a Change Order with Board approval.
- E. OFFICIAL AWARD DATE.** Awards become official at the time bids are accepted by the Board.
- F. FILING OF OBJECTION.** Any objection to an award by the Board must be filed in writing and must be received by the Maintenance Dept. no later than 9:00 a.m. on the first Tuesday following the official award.
- G. NOTIFICATION OF AWARD.** The purchase order and/or contract mailed or delivered to the successful bidder(s) is the official authorization to deliver materials described therein; and the time allowed for delivery begins with the date of the bid acceptance and approval by the Board whether or not a purchase order or number has been issued.
- H. LOUISIANA PREFERENCE.** In accordance with L.R.S. 38:2252, "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." Bidders supplying products qualifying for preference shall so state on bid forms and shall specifically identify the location of the manufacturing plant or operation that produces, grows, or manufactures the Louisiana products. If not stated on bid forms by the bidder, preference will not be given.

SECTION VII - DELIVERY, COMMENCEMENT AND BILLING

- A. DELIVERY AND INSTALLATION.** Delivery and installation for all supplies herein specified shall be completed by July 31, 2026, unless specified otherwise. The successful bidder(s) shall agree to commence preparations for the work required upon notification that the bid has been approved by the Board. Merchandise shall be unloaded by the successful bidder at the designated delivery point and received there by a designated agent of the Board. Care shall be taken so receipt and storage pending installation does not interfere with any other school activities that may be taking place at the site.
- B. RECEIVING, INSPECTION AND TESTING.** Completed work which does not fulfill all requirements will be rejected and refused. Rejected merchandise shall be removed and promptly replaced by the successful bidder at no cost to the School Board.
- C. INVOICES.** Invoices must be those of the successful bidder and must show the purchase order number, bid number, complete unit description, quantity, price and total. Payment will be made in full upon completion of services. All invoices shall be submitted to the LaSalle Parish School Board, ATTN: Accounts Payable, P.O. Box 90, Jena, Louisiana 71342. If applicable to this purchase, tax exemption certificates will be signed by the LaSalle Parish School Board. TAXES: LaSalle Parish School Board of Jena, Louisiana is tax exempt.

SECTION VIII - WORKMANSHIP

All skilled labor shall be performed in the best and most workmanlike manner by craftsmen skilled in their respective trades, thus producing results of the first class only. The School Board must be satisfied with the manufacturers' credentials prior to beginning work.

SECTION IX – INSURANCE REQUIREMENTS

VENDOR INSURANCE. Vendor shall supply a uniform Certificate of Insurance with \$1,000,000 Commercial General Liability (combined single limit) coverage, \$1,000,000 Automobile Liability and minimum statutory limit of workers' compensation and employee liability coverage. Certificate shall name LaSalle Parish School Board as additional insured.

Failure to meet or exceed the insurance limits stated herein shall result in disqualification of that bidder's entire bid. Certificate of Insurance shall be delivered to Accounts Payable within five (5) working days from the date of notification of award. No work shall commence prior to receipt thereof.

BID SPECIFICATIONS

Section 1 – Site Visits

Contract Travis Glenn 318-992-2161 ext. 111 between the hours of 8:30am to 3:00pm Tuesday through Friday.

Section 2 – Scope

We extend this bid for the successful vendor to provide all labor, materials, delivery, equipment, and all other incidentals necessary to perform the following at Jena Junior High School located at 114 E. Southern Avenue, Jena, LA 71342:

1. Demolish and rebuild sections of wall according to specifications
2. Paint areas indicated
3. Clean all construction debris

Section 3 – Contractor’s License

Pursuant to the Louisiana State Licensing Board for Contractors, commercial projects of \$50,000 or more require a license. If your quote exceeds \$50,000 you must be properly licensed by the State of Louisiana. A space for your license # is provided on the Bid form.

Section 4 – Bid Security

Bid Security of 5% of your bid is required. Bid Security may be in the form of Certified Check, Cashier’s Check, Bank Money Order or Bid Bond (written by a company licensed to do business in Louisiana).

Section 5 – Bonds

Per LA RS 38:2241, a Payment Bond of at least 50% and a Performance Bond of 100% is required on projects over \$25,000; awarded contractor will secure and submit bonds prior to issuance of Notice to Proceed.

Section 6 – Quantities/Inspections

Bidder must inspect the site and perform their own measurements in order to determine the proper quantity of labor, materials, and equipment required to perform all items listed in these specifications.

Section 7.0 – Interior Commons Area Renovation Specifications

1. Contractor provides all materials, equipment and labor to complete the job.
2. Work must be completed by July 31, 2026.

7.1 Jena Junior High School

114 E. Southern Ave. Jena, La. 71342

(318) 992-6551

Description

1. North Wall

- Demolish wall completely and dispose of construction debris
- 2x4 frame wall and insulate
- Install three (3) 44x70 store front windows, bronze frame and bronze ¼ tempered glass
- Install 6'0" x 7'0" commercial storefront door with closures and panic hardware; bronze frame, ¼ bronze, tempered glass
- 5/8 finished and painted sheetrock to the interior
- Stucco to the exterior

2. East Wall

- Replace four (4) existing windows with 44x70 commercial storefront windows; bronze frame and bronze ¼ tempered glass
- Resurface existing stucco to match new stucco
- Install 6'0" x 7'0" commercial storefront door with closures and panic hardware; bronze frame, ¼ bronze, tempered glass

3. South Wall

- Demolish wall completely and dispose of construction debris
- 2x4 frame wall and insulate
- Install three (3) 44x70 store front windows, bronze frame and bronze ¼ tempered glass
- Install 6'0" x 7'0" commercial storefront door with closures and panic hardware; bronze frame, ¼ bronze, tempered glass
- 5/8 finished and painted sheetrock to the interior
- Stucco to the exterior

4. West Wall

- Demolish wall completely and dispose of construction debris
- 2x4 frame wall and insulate
- Install two (2) 48x16 commercial storefront windows with ¼ inch obscure and tempered glass (location to be determined)
- 5/8 finished and painted sheetrock to the interior
- Stucco to the exterior
- Install 6'0" x 7'0" commercial storefront door with closures and panic hardware; bronze frame, bronze ¼ bronze, tempered glass

5. Electrical

- Install two (2) new 125 amp electrical panels in the abandoned panel spaces in the hallways
- The two (2) new 125 amp panels will be fed from two different services outside and split the load
- These two panels will provide new circuits to feed the 8 new PTAC units.

6. Air Conditioning

- Eight (8) 15,000 BTU PTAC A/C units will be installed; two in each wall. Location will be determined during construction

7. Exterior Painting

- Prep and paint all metal surfaces

8. Miscellaneous

- Address any suspended ceilings that are affected by construction.

****Pictures and maps are for reference only. The contractor is responsible for all measurements and quantities.****

Section 8.0 – Hours of Work

Work that shall not affect the normal operation of this facility can be scheduled during normal working hours Tuesday thru Friday, 7:00 a.m. - 4:00 p.m. Any work which may affect the normal operation of this complex shall be scheduled after normal working hours or weekends at no extra cost to LaSalle Parish.

Section 9.0 – Safety Precautions

Safety precautions must be exercised at all times to safeguard the welfare and safety of people and property during this project.

Section 10.0 – Existing Structure

If the successful bidder should damage or destroy any part of a building, vehicles, parking lots, irrigation system, fencing, landscaping, etc. the successful bidder shall be required to replace and/or restore said item to its original condition, with the same type of material, finish, and workmanship at no additional cost to the owner.

Section 11.0 – Material Warranty:

A copy of all warranties listed below shall be submitted to Travis Glenn at tglenn@lasallepsb.com with the Maintenance Department at completion of the project. No payments will be issued until a copy of all warranties are received.

Section 12.0 – SDS

The bidder shall notify the LaSalle Parish School Board contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Maintenance Supervisor of the LaSalle Parish School Board.

Section 13.0 - Pictures for Reference

















LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: LaSalle Parish School Board
PO Box 90
3012 N First St
Jena, LA 71342

BID FOR: 26-05 Renovate Interior Commons Area JJHS
LaSalle Parish School System
3012 N First St
Jena, LA 71342

The undersigned bidder hereby declares and represents that she/he: a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by LaSalle Parish School Board and dated March 25, 2026.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____ .

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** A **CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.