



# Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: [www.lpsb.org](http://www.lpsb.org)

Alan "Joe" Murphy  
Superintendent

Steve Parrill  
Assistant Superintendent

Jody Purvis  
Assistant Superintendent

## ADDENDUM NO. 1

April 1, 2020

Re: LPPS Bid 20-06 Disposables for 2020-2021 School Year

This addendum is issued for the purpose of modifying the referenced bid and should be acknowledged by vendors on the bid form.

In response to Proclamation Number 33 JBE 2020, Stay at Home Order, the following changes have been made in regards to the receipt of bid responses and the opening of responses. The specifics described herein supersede the information contained within the original bid package.

- Responses to the above mentioned bid will be opened at 2:00 pm on Tuesday, April 7, 2020.
- Hand delivered bid responses will only be received on Tuesday, April 7, 2020 between the hours of 8:00 am and 2:00 pm. Drop off of **sealed** bid envelopes shall be at the Central Office of Livingston Parish Public Schools (LPPS), Business Department, at 13909 Florida Blvd., Livingston, La 70754. Upon arrival to the LPPS Central Office campus, the vendor shall call the Purchasing Department at (225) 686-4209 to arrange drop off. An employee of LPPS will meet the vendor in the parking lot to receive the bid envelope and provide a receipt.
- The opening of bids will be held during a virtual meeting using Microsoft Teams. All hard copy, sealed bid envelopes, delivered to LPPS on April 7, 2020, shall have the email address of a representative of the vendor written on the outside of the envelope. Once the delivery is made, the Purchasing Department will email a link to the vendor's email address, as shown on the envelope, in order for the vendor to participate in the bid opening. Furthermore, for all responses submitted to LPPS via Central Auction House or mailed to LPPS via Certified Mail, the vendor shall email the Purchasing Department at [purchasing@lpsb.org](mailto:purchasing@lpsb.org) to obtain the link to the virtual bid opening. It is the responsibility of the vendor to communicate their email address to LPPS in order to view the virtual bid opening.

Questions regarding this addendum should be directed to:

Denee Aydell  
Purchasing & Billing Accountant  
Livingston Parish Public Schools  
[denee.aydell@lpsb.org](mailto:denee.aydell@lpsb.org).