



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

NOTICE TO BIDDERS

ST. TAMMANY PARISH

Sealed bids will be received by the Department of Procurement, until **2:00 p.m., Tuesday, May 6, 2025**, and then opened and read publicly at that time by the Procurement Staff for the following project:

2025 Official Journal

Bid # 25-14-2

This bid package is available online at www.bidexpress.com or LaPAC <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm>. It is the Vendor's responsibility to check Bid Express, or LaPAC frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

Bids will be received at 21454 Koop Dr., Suite 2F, Mandeville, LA 70471 from each bidder or his agent and given a written receipt, by certified mail with return receipt requested, or electronically at www.bidexpress.com.

Procurement Department

**SPECIFICATIONS
FOR
2025 OFFICIAL JOURNAL
JULY 1, 2025 - JUNE 30, 2026**

QUALIFICATIONS:

The newspaper shall have been published in an office physically located in the Parish of St. Tammany for a period of five (5) years preceding the selection, shall not have missed during that period as many as three (3) consecutive issues unless caused by fire, flood, strike or natural disaster, must have maintained a general paid circulation in the Parish of St. Tammany for five (5) consecutive years and shall have been entered in a U.S. post office in the Parish of St. Tammany under a second class mailing permit for a period of five (5) consecutive years prior to the selection.

ALL BIDDERS MUST:

1. Specify print, number of characters per line, lines per inch.
2. Specify days of publication, cut off deadline for advertisement publication.
3. Specify the dollar and cents per column inch to include cost of printing for all legal printing authorized by and billed to the St. Tammany Parish Government and not to exceed the rate of six dollars (\$6.00) per square of one hundred words or a fraction thereof, pursuant to La. R.S. 43:147
4. Successful bidder; must furnish individual invoices, tear sheets and an affidavit for each item run in the official journal.
5. All bidders must comply with Louisiana Revised Statutes, Title 43 Section 43:140 *et seq.* relative to official journals of political subdivisions.
6. Courier Service: Specify days of pick-up of any advertisements from Parish offices each week, and whether fax or e-mail submissions are accepted.
7. Specify the present total number of paid subscribers to the newspaper within the Parish.
8. Specify the present total circulation of the newspaper within the Parish.
9. The last day to submit questions will be no later than 2:00 pm CST, seven (7) working days prior to the opening date of the bid/proposal due date. Further, any questions or inquires must be submitted via fax to 985-898-5227, or via email to Procurement@stpgov.org. Any questions or inquiries received after the required deadline to submit questions or inquiries will not be answered.

RESPONSE FORMAT:

Bid responses should be submitted on the company letterhead in a memo format. That includes the price per column inch. The Specification sheet must be attached to the memo submitted.

SELECTION OF THE OFFICIAL JOURNAL:

Selection of the Official Journal will be made after consideration is given to cost, printing and publication information provided, paid subscribers, total circulation, past experience, performances and compliance with State Law. The St. Tammany Parish Council will appoint the Official Journal.

ADDENDUM:

Bidders must acknowledge all addenda. The bidder acknowledges receipt of the following:

ADDENDA:
