

## NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received ONLY in the office of the St. Tammany Parish Library, Administrative office located at 1112 W. 21st Ave. Covington, LA 70433 OR by email to [rfp@stpl.us](mailto:rfp@stpl.us) until two o'clock p.m. (2:00) on Wednesday, February 11, 2026 for the following: Serial Subscriptions and Services for St. Tammany Parish Library.

And will, shortly thereafter, be opened and read aloud in the reception area in the Administrative Office, 1112 W. 21st Ave. Covington, Louisiana 70433. Bids received after the above specified time for opening shall not be considered and shall be returned unopened to the sender.

The work shall consist of: Providing library serial subscriptions and services for St. Tammany Parish Library. The subscription agent (vendor/awardee) must provide periodicals, newspapers, and serials, to single or multiple addresses for domestic and foreign titles published in English or other languages, and must provide related services for library personnel, including all interaction with publishers and supplying information concerning orders, claims, and other services.

The outside of the sealed envelope, box, or package must be marked with "RFP 02-26", the respondent company name, and project name. Mark all documents Serial Subscriptions and Services for St. Tammany Parish Library. If sent by email, the Proposal must be attached as a PDF file and the subject of the email must read "RFP 02-26", the respondent company name, and project name. Proposals without these identities will be subject to disqualification and non-consideration.

Specifications may be obtained from the St. Tammany Parish Library Administrative Office, 1112 W. 21st Ave., Covington, LA or on the library's website, <https://www.sttammanylibrary.org/projects/>

Questions concerning the bidding and specification documents shall be addressed in writing to the attention of Tanya DiMaggio at the address of 1112 W. 21st Ave. Covington, LA 70433 or by email at [rfp@stpl.us](mailto:rfp@stpl.us).

The successful Bidder must supply St. Tammany Parish Library with all required documentation as specified in the Specifications Document. Please submit 2 (two) sets of your Proposal if sending paper copies, including completed title availability list, vendor ability question pages, proposed discount page, acknowledgement of special conditions, and signed bid form. If sending by email, only one Proposal file attachment is necessary and bid form must include a certified electronic signature.

Each response will be evaluated by designated library personnel after the submission deadline and public opening have passed.

No bidder may withdraw his bid for at least forty-five (45) days after the time scheduled for the opening of bids. The Library will evaluate bids based on the lowest responsible bid submitted which is also in compliance with the specifications. The St. Tammany Parish Library reserves the right to reject any or all proposals, and all proposals submitted are subject to this reservation.

St. Tammany Parish Library strongly encourages the participation of DBEs (Disadvantaged Business Enterprise) in all contracts or procurements let by the St. Tammany Parish Library for goods and services and labor and materials. To that end, all contractors and suppliers are encouraged to utilize DBEs in the purchase or sub-contracting of materials, supplies, services, and labor and material in which disadvantaged businesses are available.

St. Tammany Parish Library

PUBLISH DATES:

January 14, 2026

January 21, 2026

January 28, 2026