

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA
A Member of the University of Louisiana System

INVITATION TO BID
TO
PROVIDE TURF MAINTENANCE
TO ATHLETIC FIELDS/AREAS
ON THE SLU CAMPUS

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Humber
Telephone: (985) 549-2064

PURCHASING AGENT: Phyllis Hoover, CPPB
Telephone: (985) 549-5415

REQUISITIONED BY: Andrew Bechac
Senior Associate Athletic Director
Telephone: (985) 549-3419

RELEASE DATE: May 4, 2016

ITB RETURN DATE: May 25, 2016

ITB RETURN TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street Maintenance Complex
Hammond, Louisiana 70402

**MANDATORY
PRE-BID CONFERENCE:** May 16, 2106
9:00 a.m., Central Standard Time
To be held in the Billups Room
located in West Strawberry Stadium

FAX INQUIRY DEADLINE: May 17, 2016 / Fax to: 985-549-3810
Attention: Phyllis Hoover

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <http://wwwpr1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm> It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

SOUTHEASTERN LOUISIANA UNIVERSITY
 BID RESPONSE FORM CONTINUED

ITEM	DESCRIPTION OF ITEM	QUANTITY	AMOUNT	TOTAL
1.	Alumni Field-Baseball Field (Natural Turf)			
	A. Fertilize			
	1. Regular	Per Application	_____ x 5 =	_____
	2. Rye Grass	Per Application	_____ x 3 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____
2.	Football Practice Field (Natural Turf)			
	A. Fertilize	Per Application	_____ x 5 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____
3.	Soccer Field and Extended Areas (Natural Turf)			
	A. Fertilize	Per Application	_____ x 5 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____
4.	Track Throwing Area North Campus (Natural Turf)			
	A. Fertilize	Per Application	_____ x 5 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____

Name of Company: _____ Officer's Initials _____

SOUTHEASTERN LOUISIANA UNIVERSITY
 BID RESPONSE FORM CONTINUED

ITEM	DESCRIPTION OF ITEM	QUANTITY	AMOUNT	TOTAL
5.	Softball Field (Natural Turf)			
	A. Fertilize			
	1. Regular	Per Application	_____ x 5 =	_____
	2. Rye Grass	Per Application	_____ x 3 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____
6.	Track Stadium (Natural Turf)			
	A. Fertilize	Per Application	_____ x 5 =	_____
	B. Herbicide	Per Application	_____ x 4 =	_____
	C. Pesticide	Per Application	_____ x 4 =	_____
	1. Mole Cricket-Fire Ant	Per Application	_____ x 1 =	_____
	2. Regular	Per Application	_____ x 3 =	_____
			Sub-total:	_____
			Total (Items 1-6):	_____
7.	Additional On-Campus Area Applications (Natural Turf)			
	A. Fertilize	Per One Thousand (1000) Square Foot per Application	_____	_____
	B. Herbicide	Per One Thousand (1000) Square Foot per Application	_____	_____
	C. Pesticide	Per One Thousand (1000) Square Foot per Application	_____	_____

Name of Company: _____ Officer's Initials _____

SPECIFICATIONS FOR ATHLETIC FIELD NATURAL TURF MAINTENANCE AT SOUTHEASTERN LOUISIANA UNIVERSITY

The following Athletic Fields located on the campus of Southeastern Louisiana University (SLU) will require year round maintenance as described below and outlined on the included facility maps:

1. *Alumni Field-Baseball Field- (approximately 103,000 sq. ft.) Tifway 419 Bermuda grass ****
2. *Football Practice Field- (approximately 130,000 sq. ft.) Tifway 419 Bermuda grass*
3. *North Campus Soccer Complex- (approximately 118,000 sq. ft.) Tifway 419 Bermuda grass*
4. *North Campus Track Throwing Area- (approximately 72,000 sq. ft.) Common Bermuda and other grasses*
5. *North Oak Park Softball Complex: Main Southeastern Athletic Field – Field A- (approximately 33,000 sq. ft.) Celebration Bermuda ****
6. *Track and Field Stadium-(approximately 56,000 sq. ft.) Celebration Bermuda*
7. *Additional On-Campus Areas Applications-(Per 1000 Square feet TBD)*

****Rye Grass locations*

Contractor will provide knowledge, manpower, equipment and material to fertilize, herbicide (including fungicide as needed)}, and pesticide, the above stated areas located on the campus of Southeastern Louisiana University, Hammond, Louisiana.

- A. **Fertilize** - Five (5) applications for (Number 2, 3, 4 and 6) March, May, July, September and October Eight (8) for (Numbers 1 and 5) January, February, March, April, May, July, September and October ***Rye Grass Fields
1. Provide and apply liquid or granular fertilizer containing nitrogen, enriched with iron and other essential micronutrients, and Two (2) pound of pure nitrogen per 1000 square foot with 50 percent Slow release per application (plus potassium and phosphorous as required and as indicated by soil test if needed), per year on Number (Number 2, 3, 4 and 6) for March, May, July, September and October.
 2. Provide and apply liquid or granular fertilizer containing nitrogen, enriched with iron and other essential micronutrients, and One (1) pound of pure nitrogen per 1000 square foot per application (plus potassium and phosphorous as required and as indicated by soil test if needed), per year for Rye Grass Fields (Numbers 1 and 5) for January, February, and April.
 - Applications of iron for improved color and winter hardiness will be applied as needed at cost of the contractor.
 - Liming or applying sulfur on an as needed basis according to soil analysis recommendations if needed.

**SPECIFICATIONS FOR
ATHLETIC FIELD NATURAL TURF MAINTENANCE AT
SOUTHEASTERN LOUISIANA UNIVERSITY
(Continued)**

B. Herbicide – Four (4) applications – April, June, August and September

- Provide and apply a spring pre-emergent herbicide in March targeting (crabgrass, goosegrass, etc.).
- Provide and apply effective and proper treatment (according to each individual situation) for any weeds or disease on turf as needed for correction and at the expense of the contractor.

C. Pesticide

1. One (1) Application: Provide and apply (mole cricket and fire ants), treatment with Top Choice product in June and guarantee at least 95% success during peak season for all numbered areas. Evidence of unsuccessful treatments will require repeat treatment(s) as necessary at the expense of the contractor.
2. Three (3) Applications: Provide and apply (cinch bug, grubs, nematodes, armyworms, cutworms or any other turf destroying insect) treatment and guarantee at least 95% success for July, August and September (during peak season for this area). Evidence of unsuccessful treatments will require repeat treatment(s) as necessary at the expense of the contractor.
 - Provide and apply effective and proper treatment (according to each individual situation) for any insect, disease and fungus on turf as needed for correction and at the expense of the contractor.

Note: Alumni Field – Baseball Field (Number 1) and Softball Field (Number 5) **is to include** Warning Track for Herbicide applications; but, does not include Infield Dirt Areas for Fertilize applications. Track Stadium (Number 6) to also include Dirt-Gravel Throwing Area vectors for Herbicide applications.

OTHER BID PRICES:

Additional On –Campus Areas Application Prices – Natural Turf (Number 7)

Vendor to quote a per 1000 square foot cost for Fertilization, Herbicide, and Pesticide for additional On-campus area applications not listed in the specifications.

SPECIFICATIONS FOR ATHLETIC FIELD NATURAL TURF MAINTENANCE AT SOUTHEASTERN LOUISIANA UNIVERSITY

Other Requirements:

- **pH CONTROL:** Soil samples shall be taken and submitted for testing at the cost of the contractor only if noted field(s) is not responding to scheduled turf maintenance. Samples shall be analyzed at a certified lab with results provided to the contract coordinator upon analysis.
- Provide SLU with a written schedule for timed irrigation (including rates and frequencies) for each field. Schedules should be amended as needed to incorporate any special applications, treatments, weather conditions, etc.
- Provide a regular on-site inspection and verbal report of condition (to the SLU contract coordinator) for each field.
- A spray log shall be maintained to include: chemical sprayed; rate of application; date and time applied; weather conditions; applicator's name and address. Approval for all spraying shall be done so that re-entry on field is not compromised. A copy of the log shall be provided to the contract coordinator upon each application
- Provide SLU contract coordinator with a reliable means of telephone contact on a 24/7 basis.
- Complete all callbacks at the expense of the contractor within the time established by both the contractor and the SLU contract coordinator.
- Report to the Contract Coordinator or designee (to be determined) via in person or cell phone **before** specified applications.

CONTRACTOR QUALIFICATION

- Display knowledge (evidenced by performance) of available and effective herbicides for the control of grassy weeds, broad leaf weeds, and in the use of turf growth regulators.
- **Contractors should submit copies of all industry-related curriculum credits or degrees, trade affiliations, etc. with their bid.**
- **Contractors are to provide three (3) industry-related letters of recommendation from clients (currently servicing and have serviced for a minimum of one year) with service requirements similar to those of SLU (Fertilization, weed control, insect, fungus applications) to (athletic field, and or, golf course grasses, etc.).**
- **Contractor must be licensed by the Louisiana Department of Agriculture/Pesticide Division, in Ornamental & Turf Pest Control (Category 3) and must be listed with the Louisiana Department of Agriculture as an owner/operator (ground). Contractor is to provide a copy of the license.**

**SPECIFICATIONS FOR
ATHLETIC FIELD NATURAL TURF MAINTENANCE AT
SOUTHEASTERN LOUISIANA UNIVERSITY**

- SLU maintains the right to review the provided services of the successful contractor on a quarter-year basis. Should SLU not be satisfied with the performance of the contractor and or the success of the program for athletic field maintenance implemented by the contractor, SLU has the right to cancel the remainder of the contract.
- Should SLU and the contractor agree, SLU retains the option to renew the contract for four (4) additional twelve (12) month periods at the same terms and conditions of the original contract.
- **Contractors bidding the Athletic Field Maintenance at SLU must attend a pre-bid conference on site where they will view the conditions of each of the fields and confer with staff having knowledge of the fields and the equipment presently used to maintain them.**

Mandatory Pre-Bid Conference is to convene in the Billups Room located in the south end of the west side of Strawberry Stadium at 9:00 A.M. CST on Monday, May 16, 2016.

Contact Andrew Bechac Contract Coordinator at 985-549-3419 concerning the pre-bid conference.

BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of bid without further consideration.

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY STATUTORY MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

If Not A.M. Best Rated - State Type of Insurer:

Agent Company: _____ Telephone No: _____

COMMERCIAL GENERAL LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

AUTOMOBILE LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

The Contractor, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of A:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

- A. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the University.

- B. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

- C. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

- D. An Umbrella Policy may be used to meet minimum requirements.

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written has been given to the University.

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

The successful Vendor shall be required to execute the below Indemnification Agreement as part of the BID Requirements.

INDEMNIFICATION AGREEMENT

The CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of CONTRACTOR, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by CONTRACTOR as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Contractor Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? [] Yes [] No

Contract No. _____ for Southeastern Louisiana University
State Agency Name

PURPOSE OF CONTRACT: _____

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned
Small Entrepreneurships

FROM: Phyllis Hoover, CPPB
Veteran Initiative Coordinator

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.

- 6) **Signature Authority:** In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

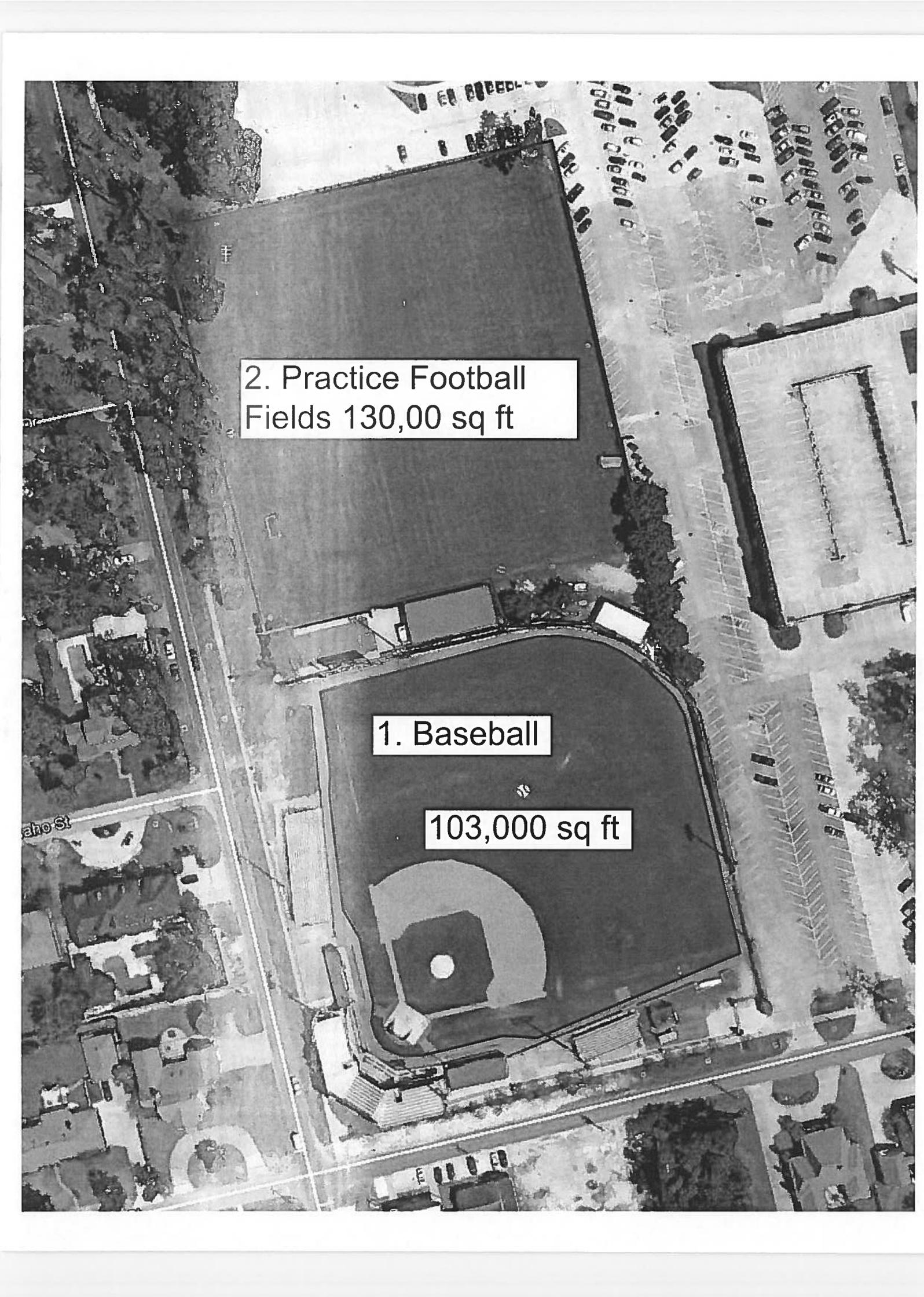
GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) **Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) **Payment Terms:** Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) **Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) **Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) **New Products:** Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) **Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) **Contract Cancellation:** The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) **Equal Opportunity:** By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

A Member of the University of Louisiana System

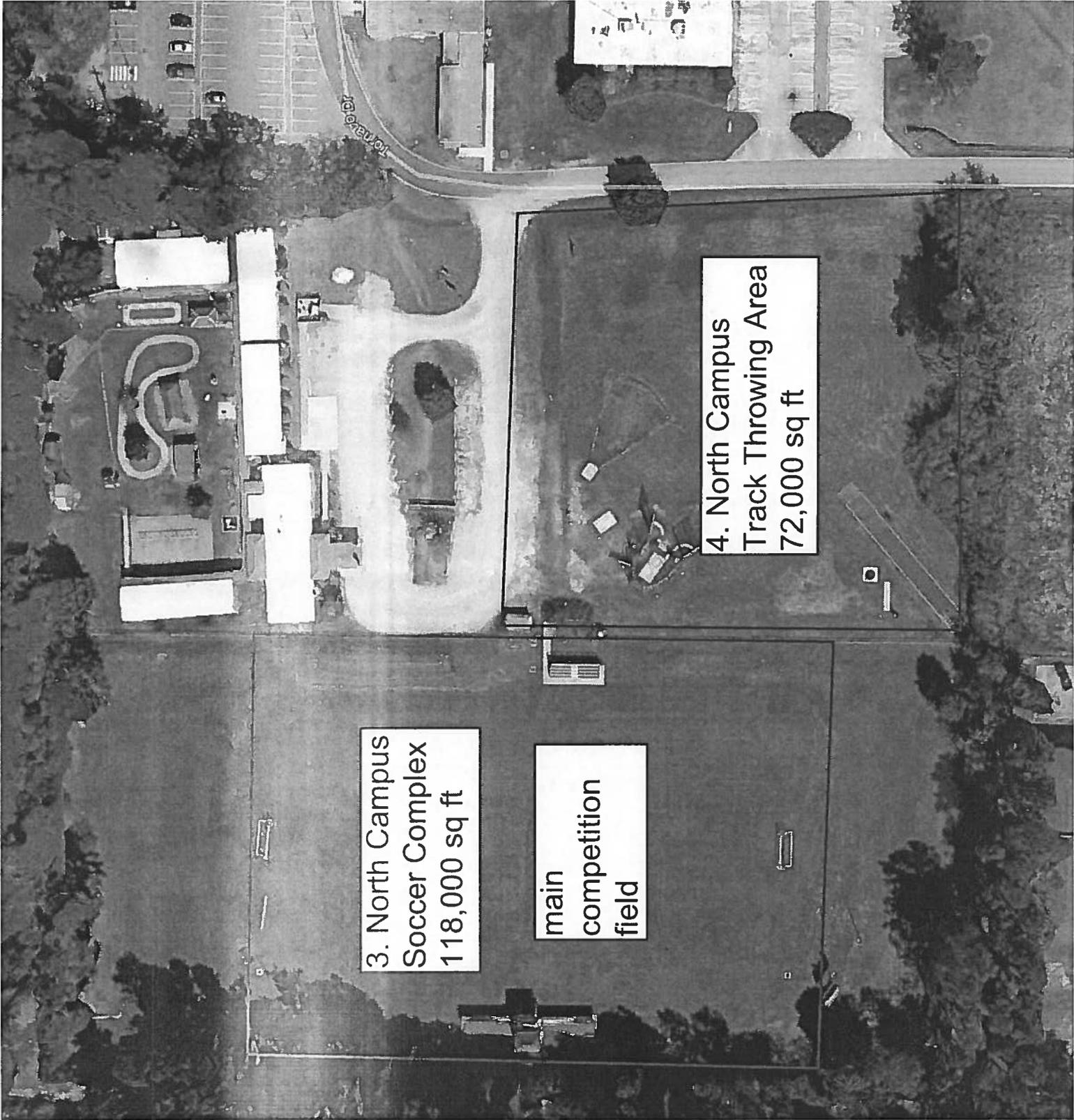
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An aerial photograph of a sports complex. In the foreground, a baseball field is visible with its characteristic diamond and pitcher's mound. Above it, two large rectangular practice football fields are situated. The area is surrounded by parking lots, trees, and a road labeled 'aho St' on the left side. A large building is visible on the right side of the image.

2. Practice Football
Fields 130,00 sq ft

1. Baseball

103,000 sq ft



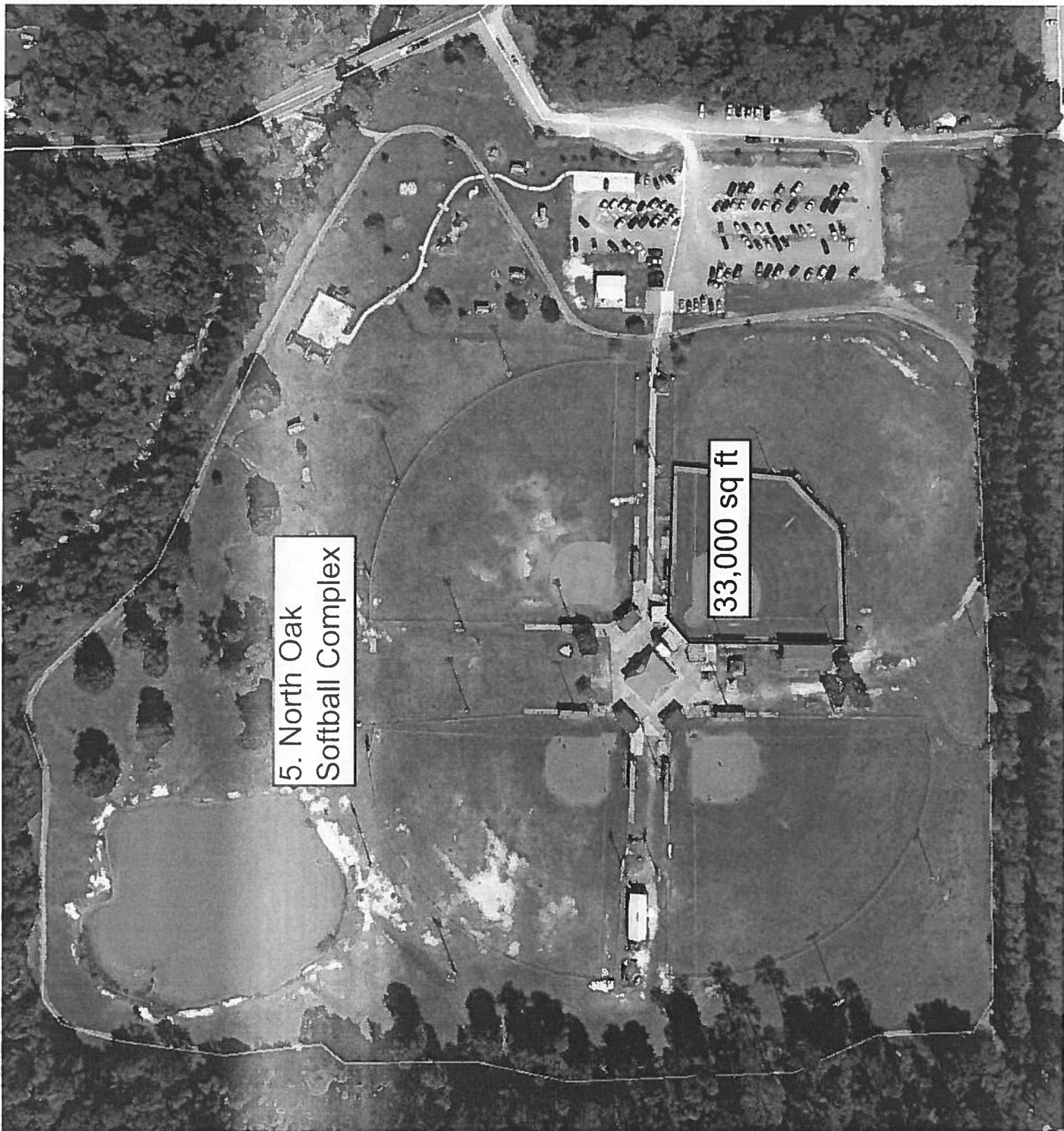
3. North Campus
Soccer Complex
118,000 sq ft

main
competition
field

4. North Campus
Track Throwing Area
72,000 sq ft

5. North Oak
Softball Complex

33,000 sq ft



6. Track and Field Stadium

56,000
sq ft