MCNEESE STATE UNIVERSITY

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

REQUEST FOR BID

DATE	BID NUMBER
07/13/16	C1700017

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Cheryl Bellard	337-475-5088	R1700102	Facilities and Plant	000029655

SEE STANDARD TERMS & CONDITIONS TO BIDDERS.
VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR:

Return this bid to McNeese State University
Purchasing Department, Smith Hall
150 Lawton Dr. Box 92415
Lake Charles LA 70605 Lake Charles LA 70609

RESPONSE DUE 07/27/16 2:00 PM

No.	Quantity	Description	Unit	Unit Price	Extension
		Request for Sealed Bid (SB)			
		BIDS MUST BE RETURNED IN A SEALED ENVELOPE. THE OUTSIDE OF THE ENVELOPE SHOULD INCLUDE BID NUMBER, DATE DUE AND BID "NAME" CONTRACT FOR LANDSCAPING SERVICES AT McNEESE STATE UNIVERSITY IN LAKE CHARLES, LOUISIANA AS PER THE FOLLOWING SPECIFICATIONS. CONTRACT PERIOD: AUG 1, 2016 THROUGH JUNE 30, 2017 . AT THE OPTION OF McNEESE AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE RENEWED FOR TWO ADDITIONAL TWELVE-MONTH PERIODS UNDER THE ORIGINAL TERMS AND CONDITIONS. ---------- ***A MANDATORY SITE VISIT IS REQUIRED. ***CONTACT RICHARD RHODEN AT 337-475-5887 TO MAKE			

Bid must be signed below. I hereby certify that the above bid prices will remain in effect until the goods are delivered if the order is placed within 30 days after bid opening date. Validity of this bid is dependent on the following information:
Delivery _____ days ARO/TERMS _____
Phone ( ) _____
All bids include prepaid delivery, F.O.B. to McNeese State University

THIS IS NOT A PURCHASE ORDER

TOTAL

CONTINUED

Signature _____ *Date* _____

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VENDOR:

RESPONSE DUE 07/27/16

No.	Quantity	Description	Unit	Unit Price	Extension
1		**Request for Sealed Bid (SB)** (Continued...) ***AN APPOINTMENT (SEE ATTACHED SITE VISIT FORM) ---------- SUCCESSFUL BIDDER WILL BE REQUIRED TO SUBMIT PROOF OF INSURANCE TO INCLUDE COMMERCIAL GENERAL LIABILITY, WORKER'S COMPENSATION AND AUTOMOBILE LIABILITY PRIOR TO COMMENCING WORK. TRIMMING OF BUSHES REQUIRES A HORTICULTURIST LICENSE UNDER SECTION 3808 OF THE HORTICULTURE COMMISSION LAW. A LANDSCAPE CONTRACTOR'S LICENSE WILL ALSO BE REQUIRED. CONTRACTOR MUST PROVIDE LICENSE NUMBERS ON LINES BELOW: . HORTICULTURIST LICENSE NO._____ . LANDSCAPING CONTRACTOR LICENSE NO._____ . CONTRACT FOR LANDSCAPING SERVICES INCLUDE: CONTRACTOR SHALL WEED AND EDGE ALL BEDS AND ALONG SIDEWALKS, CUT GRASS AREAS AND TRIM ALL			

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VENDOR:

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RESPONSE DUE 07/27/16

No.	Quantity	Description	Unit	Unit Price	Extension
1		**Request for Sealed Bid (SB)** (Continued...) BUSHES ASSOCIATED WITH SITES SHOWN ON A COLOR-CODED MAP (MAP WILL BE PROVIDED AT THE MANDATORY SITE VISIT). CONTRACTOR SHALL ALSO APPLY MULCH TO ALL BEDS ONCE ANNUALLY AT THE TIME DESIGNATED BY OWNER. MULCH SHALL BE APPLIED AT A DEPTH OF TWO (2) INCHES. MULCH IS TO BE SUPPLIED BY THE CONTRACTOR. TRIMMING AND WEEDING IS TO BE PERFORMED ON A WEEKLY BASIS. CONTRACTOR SHALL REVIEW SITES ON A WEEKLY BASIS; OTHER WORK LISTED SHALL BE PERFORMED AS NEEDED. PROVIDE PRICE PER MONTH FOR EACH OF THE ITEMS LISTED BELOW (BASE BID AND EACH ALTERNATE) AND THE EXTENDED ELEVEN-MONTH AMOUNT. . CONTRACTOR SHALL INVOICE ON A PER MONTH BASIS.			
1	11.00	Base Bid: Shall include work stated above at the following locations and as shown on color map to	MO		

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RESPONSE DUE 07/27/16

No.	Quantity	Description	Unit	Unit Price	Extension
1		**Request for Sealed Bid (SB)** (Continued...) be provided at site visit: 1. The Northeast corner of the intersection of Ryan Street and McNeese Street. 2. The Southeast corner of the intersection of Ryan Street and Sale Road. 3.Contractor shall include as part of the base bid all labor to plant annuals in the existing flower beds under items 1 & 2 twice per year (March/April and Oct/Nov). Contractor shall supply flowers and all labor and bedding material. Contractor shall discuss variety of annuals to be planted. Contractor must have a valid landscape contractor's license to perform this work.			
2	11.00	Alternate 1: Weed and edge entire length of Ryan Street between the sites indicated above in the base bid. This shall include weeding and edging along sidewalks, cutting the grass between the sidewalk and hedge row, and weeding the mulch beds beneath the hedge row. Contractor shall supply	MO		

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VENDOR:

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No.	Quantity	Description	Unit	Unit Price	Extension
2		**Request for Sealed Bid (SB)** (Continued...) and plant short leaf variety of rye grass in the grass areas once a year in the Fall at the appropriate planting time.			
3	11.00	Alternate 2: Keep hedge row trimmed regularly and remove any growth foreign to the hedge row bushes, such as vines, oak sprouts, poison ivy, etc. Apply fertilizer (supplied by contractor) as recommended and as required by the needs of the bushes in the hedge row. Trim hedges fully after bloom in the Spring and selectively trim before bloom to avoid remaining buds ready to bloom.	MO		
4	11.00	Alternate 3: Mulch hedge rows mentioned in Alternate 1 above and running parallel to Ryan Street between Sale Road and McNeese Street.	MO		
		TERMINATION FOR CONVENIENCE: MCNEESE MAY			

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VENDOR:

RESPONSE DUE 07/27/16

No.	Quantity	Description	Unit	Unit Price	Extension
4		**Request for Sealed Bid (SB)** (Continued...) TERMINATE THIS AGREEMENT AT ANY TIME BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO CONTRACTOR OF SUCH TERMINATION OR NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. TERMINATION FOR CAUSE: MCNEESE MAY TERMINATE THIS AGREEMENT FOR CAUSE BASED UPON THE FAILURE OF CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE AGREEMENT PROVIDED THAT MCNEESE SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE CONTRACTOR'S FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE CORRECTED SUCH FAILURE OR, IN THE CASE OF FAILURE WHICH CANNOT BE CORRECTED IN (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SUCH FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN MCNEESE MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE AGREEMENT SHALL TERMINATE ON THE DATE SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE			

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VENDOR:

RESPONSE DUE 07/27/16

No.	Quantity	Description	Unit	Unit Price	Extension
4		**Request for Sealed Bid (SB)** (Continued...) TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF MCNEESE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, PROVIDED THAT THE CONTRACTOR SHALL GIVE MCNEESE WRITTEN NOTICE SPECIFYING MCNEESE'S FAILURE AND A REASONABLE OPPORTUNITY FOR MCNEESE TO CURE THE DEFECT.			

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STANDARD TERMS & CONDITIONS TO BIDDERS
FAX #337-475-5082

PROPOSALS: The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall corform to all applicable Federal ans State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any m anufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

SAMPLES/DESCRIPTIVE LITERATURE: The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

PRICES: Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

BID OPENING: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University 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 incident thereto.

DELIVERY FAILURE: If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE: McNeese may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that McNeese shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:
IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES_____ NO_____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____
_____ NOTE): If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES _____ NO _____

IN ACCORDANCE WITH L.R.S. 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 a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

_____ _____

Signature & Company Name Date

McNEESE
STATE UNIVERSITY
A Member of the University of Louisiana System

PURCHASING DEPARTMENT
BOX 92415
LAKE CHARLES, LA 70609
PH: 337-475-5064
FAX: 337-475-5082

ON-SITE VISIT/INSPECTION FORM

I, _____, have made an on-site visit to McNeese State University and made a complete inspection of the area(s) indicated as the project limits and understand all requirements to perform the specifications of Bid # _____.

FOR BIDDER:

_____ _____
Signature Date

_____ _____
Company Name

FOR MSU:

_____ _____
Richard Rhoden Date
Director of Facilities & Plant
Operations

NOTE: THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH BID