

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

INVITATION TO BID
To
FURNISH and DELIVER

MISCELLANEOUS MAINTENANCE SUPPLIES
For Southeastern Louisiana University and
The PHYSICAL PLANT Department

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402-0800

DIRECTOR OF PURCHASING: Richard Hember

PROCUREMENT SPECIALIST: Karen Burkhalter
Telephone: (985) 549-5412

REQUISITIONED BY: Julie Rigdell, Physical Plant Dept.
Telephone: (985) 549-3411

RELEASE DATE: July 19, 2016

DEADLINE FOR FAX INQUIRIES: July 28, 2016
Fax To: 985-549-3810
Attn: Karen Burkhalter

BID OPENING DATE: August 10, 2016

BID OPENING TIME: 4:00 p.m., Central Time

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

This ITB is available in electronic form at <http://www.prd1.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>. 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 maybe issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University University	Delivery: Southeastern LA Purchasing Department SLU 10800	Purchasing Department Property Control &
Supply Bldg	Hammond, LA 70402	2400 North Oak St Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should 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 document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) 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 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 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

Rvsd. 09/2014

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO.: _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: **Furnish and Deliver Miscellaneous Maintenance Supplies for Southeastern Louisiana University and the Physical Plant Department.**

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of item offered -- F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

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.

TERMS: Net 30 Prox., F.O.B., Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

SOUTHEASTERN LOUISIANA UNIVERSITY

NOTICE TO BIDDER

BIDDER INQUIRIES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, issued in the form of an addendum, shall be considered as valid. Telephone inquiries are discouraged. Inquiries concerning the administrative requirements of the ITB shall be submitted in writing and faxed to the Director of Purchasing. Inquiries concerning the performance requirements of the ITB shall be submitted in writing and faxed or emailed to the Procurement Specialist.

Inquiries shall be in written form and signed by the inquirer, and received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents.

AVAILABILITY OF FUNDS

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

GENERAL INFORMATION

Bidder **DOES NOT** have to bid on all items listed. The SLU Purchasing Department reserves the right to award items separately, grouped, or on an all-or-none basis and to reject any and all bids and to waive any informalities.

Any applicable shipping and handling costs shall be included in the unit price of each item offered (FOB Destination, Freight Prepaid). Bids other than F.O.B. may be rejected.

CONTINUATION

Southeastern Louisiana University reserves the right to order products on an as needed basis at the same price, terms and conditions through June 30, 2017.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM

Item	Description	Est Qty	UOM	Unit Price	Total
1	Smoke Detector - 120 Volt, A/C hard wired, battery back-up, front load battery, white in color, inter-connectable, Photo Electric, First Alert model # 9120B, or equal. Offering: _____	30	EA		
2	Privacy door lever - satin chrome delta bed/bath lever type universal handed, Kwikset model #93001, or equal. Offering: _____	30	EA		
3	Passage door lever - satin chrome delta hall/closet lever type universal handed, Kwikset model # 92001 or equal. Offering: _____	30	EA		
4	Garbage disposal -1/2 hp with stainless steel blade, 120 V, Badger 5, or equal. Offering: _____	15	EA		
5	Double roller cabinet catch, Aged Copper, or equal. Offering: _____	50	EA		
6	Toilet tank to bowl bolts - 5/16 x 3 1/2" solid brass, Plumb Pak model # PP23518, or equal. Offering: _____	30	EA		
7	Flush Valve Seal, Plumb Pak # 247876, or equal. Offering: _____	30	EA		
8	Toilet flange bolts - 1/4 x 2 1/4" toilet to floor bolts, brass, Plumb Pak model # PP23516, or equal. Offering: _____	30	EA		
9	Toilet seat bolts - solid brass, Plumb Pak model # PP23500, or equal. Offering: _____	30	PK		
10	Toilet flapper - universal, premium red rubber resists chlorine, stainless steel chain, 2" flush valve opening. Korcky model # 2001 CM, or equal. Offering: _____	10	EA		
11	Elongated toilet seat - white in color. Offering: _____	36	EA		
12	Round toilet seat - white in color. Offering: _____	36	EA		

13	Toilet flush lever - universal, chrome, all metal, 8" arm length, Plumb Pak model # PP23506, or equal. Offering: _____	50	EA		
14	Stain Killer Primer, Kilz, model # 10004 Offering: _____	10	EA		
15	Bathroom faucet - chrome 2 handle faucet, 4" center set, drain included, lever handle spout reach 5.625", height 2.25", Moen model # CA84666, or equal. Offering: _____	10	EA		
16	Shower head - chrome plated brass, 2.5 GPM flow rate, chrome finish, Delta model # RP28599, or equal. Offering: _____	10	EA		
17	Sink Stopper – rubber with stainless chain, white, fit 1" – 1 3/8" drain. Offering: _____	100	EA		
18	Tub Stopper – rubber with stainless chain, white, fit 1 1/2" to 2" drain. Offering: _____	100	EA		
19	Towel bar – 24" Polished Chrome mounting hardware included, Taymor model # 01-940024, or equal. Offering: _____	40	EA		
20	Extension Shower Rod, 72" Chrome, Adjustable, Zinc. Offering: _____	40	EA		
21	Cable Plates – standard size – white in color, with coaxial connector. Offering: _____	100	EA		
22	Receptacle Plates – standard size – white in color, duplex. Offering: _____	100	EA		
23	Toilet Paper Holder – Chrome Surface Mount with plastic roller, Moen model # P5050, or equal. Offering: _____	50	EA		
24	White Lithium Grease – 10.25 oz spray can, Liquid Wrench, or equal. Offering: _____	10	EA		
25	WD 40 – 12oz spray can with attached smart straw, or equal. Offering: _____	10	EA		

26	Receptacle Wall Plate, 1GWH, Single Offering: _____	100	EA		
27	Light Switch Wall Plate – 3 ½" W x 5 ¼" H, white toggle type, plastic, standard. Offering: _____	100	EA		
28	Duplex Receptacle – 15 amp, white in color. Offering: _____	50	EA		
29	Light Switch – 15 amp, single pole, white in color. Offering: _____	50	EA		
30	14" Acrylic Globe Offering: _____	20	EA		
31	Mushroom Light Globes – 8" plain mushroom globe. Offering: _____	5	EA		
32	27" x 72" Miniblind – Alabaster, 1" vinyl Offering: _____	50	EA		
33	33" x 64" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
34	36" x 64" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
35	41" x 64" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
36	47" x 48" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
37	58" x 64" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
38	71" x 72" Miniblind – Alabaster, 1" vinyl. Offering: _____	50	EA		
39	Kitchen Faucet – chrome, high arc, 2 handle, without veggie spray, American Standard model # 9090-500-002, or equal. Offering: _____	10	EA		

40	Toilet fill valve – universal, Fluidmaster model # 400ARP25, or equal. Offering: _____	10	EA		
41	42" Ceiling Fan, white surface mount, Harbor Breeze model # BN42WW4C, or equal. Offering: _____	10	EA		
42	Orange Peel Wall Texture, Homax Model # 4092-06, or equal. Offering: _____	10	EA		
43	19" Acrylic, Round Light Globe Offering: _____	15	EA		
44	Spray Adhesive, 3M 17.6 oz model # 90, or equal. Offering: _____	10	EA		
45	Receptacle Decorator Electrical Outlet, White, GFCI 15 amp, 120 volt. Offering: _____	20	EA		
46	Blank Module, Mini Com, Ivory Offering: _____	100	EA		
47	4 ½" Galvanized Swivel Hasp with Screws, Gatehouse model # 34018MGXLG Offering: _____	10	EA		
48	Door Closer, Manual, Aluminum, Yale model # 2701 x 689, or equal. Offering: _____	10	EA		
49	Faceplate, Single Gang, 4 Port, Ivory, Panduit model # CFPE4E1Y, or equal. Offering: _____	20	EA		
50	3/8" Compression 20 inch Stainless Steel Toilet Supply Line. Offering: _____	30	EA		
51	6 Volt 4AH Rechargeable Sealed Lead Acid SLA Battery, 6 volt 4 amp, Universal UB645, or equal. Offering: _____	10	EA		
52	Standard Plastic Wire Nut Connectors Offering: _____	1000	EA		
53	Upper Water Heater Thermostat, Utilitech model 9008079046, or equal. Offering: _____	10	EA		

54	Lower Water Heater Thermostat, Utilitech model 9008078046, or equal. Offering: _____	10	EA		
55	3/8" Compression 20 inch Stainless Steel Faucet Supply Line, Watts model # LFLBLK SPC20-68CP, or equal. Offering: _____	30	EA		
56	1.28 GPF (4.85 LPF) White, 12 in Rough-In WaterSense Elongated 2-Piece Comfort Height Toilet. Offering: _____	2	EA		
57	Wet location fixture f32 t8 2 lamp Offering: _____	10	EA		
58	Emergency Exit Lights 1LMP 2'- 8' emergency ballast Offering: _____	10	EA		
59	Wet Patch Roof Cement Offering: _____	20	EA		
60	All Weather Roof Cement Offering: _____	20	EA		
61	2 x 4 – 12' Treated Pine Offering: _____	10	EA		
62	2 x 4 – 8' Treated Pine Offering: _____	10	EA		
63	1/2" x 4 x 8 Sheetrock Offering: _____	10	EA		
64	Clear Window & Door Silicone Offering: _____	5	EA		
65	Wood Glue Adhesive Titebond or equal, 16 oz Offering: _____	5	EA		
66	LCN-1461 RW/PA 689 – Manual Dampers Type: Nonhanded Door Closer, Finish/Coating: Color choice will vary depending on location/job-Dark Bronze or Aluminum Offering: _____	5	EA		

67	Platinum 15/32 x 4 x 8 Pine Sanded Plywood Offering: _____	5	EA		
68	1/4" Toggle Bolts Offering: _____	400	EA		
69	3/16" Toggle Bolts Offering: _____	400	EA		
70	2" – 15 Ga Angled Finish Pneumatic Nails, Bostitch 1000 count, FN 1532 Offering: _____	10	Box		
71	1 1/2" – 15Ga Angled Finish Pneumatic Nails, Bostitch 1000 count, FN 1524 Offering: _____	10	Box		
72	1" x 36" Black Dahlia Vinyl Reducers Floor Transition Strip, Model AF 192VXP001 or equal Offering: _____	10	EA		
73	2" x 4" Entry Door Kick Down Stop, Stanley Model # DPB9060 Offering: _____	20	EA		
74	3" Drywall Screws, 25 lb box Offering: _____	5	Box		
75	2" Drywall Screws, 25 lb box Offering: _____	5	Box		
76	1 – 5/8" Drywall Screws, 25 lb box Offering: _____	5	Box		
77	Ultra Quik Grip Construction Adhesive, Liquid Nails, Model # LN-990, tube Offering: _____	36	EA		
78	Formica Glue, 1 gal Offering: _____	5	EA		
79	5-Pack 80 Grit (3"w x 21"L) Sanding Belt Sandpaper, Gator Model # 7011, or equal Offering: _____	10	PK		
80	8-18x1" Self Drill Screw, Pan Head, pkg. of 200, Offering: _____	10	PK		

81	8-18x2" Self Drill Screw, Pan Head, pkg. of 200, Offering: _____	10	PK		
82	8-18x3" Self Drill Screw, Pan Head, pkg. of 200, Offering: _____	10	PK		
83	Zoom –Spout Lubricating Oil, 4 oz squeeze bottle, Markal, 4NA76, Mfr Model # 79704G Offering: _____	10	EA		
84	Heavy Duty Penetrating Solvent, 11 oz Aerosol can, Blaster, Item # 4LRF8, Mfr. Model # 16-PB Offering: _____	10	EA		
85	Professional Grade Electrical Tape, 3M 33 Plus, ¾", 7mm minimum thickness Offering: _____	40	EA		
86	Rubber Wall Cove Base, 4"x1/8"x48", Color: Black, case of 30 Offering: _____	10	CS		
87	Rubber Wall Cove Base, 4"x1/8"x48", Color: Fawn, case of 30 Offering: _____	10	CS		
88	Cove Base Adhesive, 30 oz tube Offering: _____	40	EA		
89	Armstrong Ceiling Tiles, 2' x 2', Armstrong item # 1728 Offering: _____	5	BX		
90	Armstrong Ceiling Tiles, 2' x 4', Armstrong Item # 1729 Offering: _____	5	BX		
91	Wire Connector, 2 port, Red, Push-in Offering: _____	5	BX		
92	Wire Connector, 4 port, Yellow, Push-in Offering: _____	5	BX		
93	Wire Connector, 6 port, Purple, Push-in Offering: _____	5	BX		

**SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM**

Quantities are estimated for bidding purposes only. Actual quantities on all items will be ordered on an As-Needed basis.

Shipping:

All unit bid prices shall be quoted F.O.B. Destination, Freight Prepaid and Allowed. Failure to do so shall cause rejection of the bid without further consideration.

Term Contract:

Southeastern Louisiana University reserve the right to order products on an as needed basis at the same price, terms and conditions for the period July 1, 2016 through June 30, 2017.

NAME OF BIDDER: _____ BIDDER'S INITIALS _____

Date: _____