STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
08/04/2016
10:00 AM CST

SUBMIT NON-ELECTRONIC RESPONSE TO : Office of State Procurement
P.O. Box 94095
Baton Rouge LA 70804-9095

Physical Address:
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000006125
Version: 2
Buyer: REGINALD DUMAS
Buyer Phone: 225-342-5504
E-Mail: reginald.dumas@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Vendor No.:_____
Solicitation: 3000006125
Opening Date: 08/04/2016

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
"See individual lines for Delivery Addresses"

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1._____ Delivery will be made this number of days After Receipt of Order (ARO)	
2._____ % discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	

Name of Solicitation: *JOB SITE VISIT* Furniture - DMA / JB

Notice to bidder:
Addendum No. 1 - Ambiguous Specifications
July 27, 2016

Your reference is directed to RFx 3000006125 for Furniture for DMA Jackson Barracks, which is scheduled to open at 10:00 a.m. (CT) on August 4, 2016.

SEE ATTACHED ADDENDUM NO. 1

All vendors that wish to receive email notifications of bid opportunities must be registered in LaGov.

RFx text:
NON MANDATORY JOB SITE VISIT*

VENDOR TELEPHONE NUMBER: FAX NUMBER:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Vendors must be registered in the new LaGov system in order for their bids to be tabulated. Link to LaGov vendor registration:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Please include a W9 with your bid if you are newly registered.

Please print all attachments to ensure all documents related to the RFx are reviewed prior to bidding.

****ALL DOCUMENTS ASSOCIATED WITH THIS RFx SHOULD BE INCLUDED IN THE BIDDER'S SUBMISSION***

Bid Documents include:
Attachment A – Special Terms & Conditions, Pages 1-10
Attachment B - Specifications - Pages 1-2

Bid delivery instructions for State Procurement:
Refer to page 1 in Attachment A – Terms & Conditions

NOTE VENDORS SHOULD CONSIDER SUBMITTING WOOD FINISH SAMPLES (APROX. 3" SQUARE) AND UPHOLSTERY FABRIC SAMPLES (APROX. 6" SQUARE) WITH THEIR BIDS.

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	**Product Category:56101515** Bed - Twin IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Bed, Twin, approximate size 42x83x41, Bed shall accommodate a mattress sized 38x80 inches. Bed frame shall be solid wood with a medium-dark finish. Bed shall have a headboard, and may have either a platform or spring base. Any metal structure of the frame visible from	88	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	the outside shall be covered with wood. There is no requirement for the beds to be bunk able. Brand/Style: RT London - Westwood Room Solutions; Model: WWBE3E4083-M & WWHBDX0340-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Camp Cook SFC Steven Hanley Military DepartmenBUILDING 22A23 6030 Monroe Hwy Ball, LA 71405				
2	**Product Category:56101515** Bed - Queen IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Bed, Queen, approximate size 63x83x41. Bed shall accommodate a mattress and box spring set sized 60x80 inches. The finish shall be the same finish shall be solid wood with medium-dark finish matching line items in Group 1. Bed should have a head board, and may have either a platform or spring base. Any metal structure of the frame visible from the outside shall be covered with wood. There is no requirement for the beds to be bunkable. Brand/Style: RT London - Westwood Room Solutions;	5	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Model: WWBE3E6483-M & WWHBDX0364-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same Military Invalid Delivery Address Invalid, LA 99999-9999				
3	**Product Category:56101509** wardrobe IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Wardrobe, 2 doors w/ 2 bottom drawers. Approximate size 23x38x72. The wardrobe shall have a solid wood frame with a medium dark wood finish matching line items in Group 1. Wardrobe shall have a coat rod extending the width of the cabinet, and drawers shall have full extension steel ball bearing slides with drawer pulls, and a mirror inside of one of the wardrobe doors. Wardrobes shall have a hasp or other fixture to provide a way of being secured with a padlock on both the doors and drawers. Brand/Style: RT London - Westwood Room Solutions; Model: WWWACG38-M or Equal	93	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same Military Invalid Delivery Address Invalid, LA 99999-9999				
4	**Product Category:56101509** chest drawer IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Chest, 3-drawer, approximate size 23x32x34. The chest shall have a solid wood frame with a medium dark wood finish matching items in Group 1. The drawers shall have full extension steel ball bearing slides with fixed drawer pulls integrated into each individual drawer. Brand/Style: RT London - Westwood Room Solutions; Model: WWDR3X32-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL	44	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same military Invalid Delivery Address Invalid, LA 99999-9999				
5	**Product Category:56101509** chest drawer IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Chest, 6-drawer approximate size 23x61x34. The chest shall have a solid wood frame with a medium dark wood finish matching line items in Group 1. The drawers shall have full extension steel bearing slides with fixed drawer pulls integrated into each individual drawer. The chest shall have three (3) rows of two (2)-drawers each. Brand/Style: RT London - Westwood Room Solutions; Model: WWDR6X60-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____	5	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Ship To Address: Same military Invalid Delivery Address Invalid, LA 99999-9999				
6	**Product Category:56101509** night stand IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Night Stand, 2-drawer approximate size, 17x18x24. The night stand shall have a solid wood frame with a medium dark finish matching line items Group 1. The drawers shall have full extensions steel bearing slides with drawer pulls. Brand/Style: RT London - Westwood Room Solutions; Model: WWNS2D18-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same military Invalid Delivery Address Invalid, LA 99999-9999	5	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
7	**Product Category:56101504** arm chair IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Arm, Chair, Upholstered, and solid wood frame. The wood frame shall be a medium dark finish matching the finishes of line items in Group 1. Upholstery shall pass the TB117 flammability test, and shall be stain and abrasion resistant. Upholstery shall also have anti-microbal and anti-bacterial protection. Upholstery material shall be 100% polyester and color shall be of the "Sandstone" color family. Brand/Style: RT London - Westwood Room Solutions; Model: WWBE3E4083-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ STATE UPHOLSTERY FABRIC BIDDING:_____ STATE UPHOLSTERY COLOR BIDDING:_____ **Ship To Address:** Same Military Invalid Delivery Address	88	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Invalid, LA 99999-9999				
8	**Product Category:56101502** sofa IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 8 AND 9 WILL BE AWARDED AS GROUP 2. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Sofa, Upholstered and approximate size 33x79x32. Upholstery shall pass the TB117 flammability test, and shall be stain and abrasion resistant. Upholstery shall also have anti-microbial and anti-bacterial protection. Upholstery material shall be 100% polyester and color shall be of the "Sandstone" color family. Brand/Style: RT London – Henley Lounge Seating Model: HNSF1X3379+M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ STATE UPHOLSTERY FABRIC BIDDING:_____ STATE UPHOLSTERY COLOR BIDDING:_____ **Ship To Address:** Same military Invalid Delivery Address Invalid, LA 99999-9999	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
9	**Product Category:56101504** Chair with Ottoman IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 8 AND 9 WILL BE AWARDED AS GROUP 2. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Chair, Upholstery, and approximate size 33x31x32, with matching Ottoman, 20x23x17. Upholstery shall pass the TB117 flammability test and shall be stain and abrasion resistant. Upholstery shall also have anti-microbial and anti-bacterial protection. Upholstery material and color shall be an exact match to line items in Group 2. Brand/Style: RT London – Henley Lounge Seating Model: HNLC1X3331+M AND HNOT1X2024+M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ STATE UPHOLSTERY FABRIC BIDDING:_____ STATE UPHOLSTERY COLOR BIDDING:_____ **Ship To Address:** Same Military	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Invalid Delivery Address Invalid, LA 99999-9999				
10	**Product Category:39111510** end table IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. End table, approximate size, 23x23x23. Table shall have a solid wood frame with a medium dark finish matching items Group 1. The top of the table shall match the same finish as the frame. Brand/Style: RT London - Westwood Room Solutions; Model: WWTB1X2323-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same Military Invalid Delivery Address Invalid, LA 99999-9999	1	EA	_____	_____
11	**Product Category:56101519** coffee table IT IS THE INTENT OF THE STATE OF LOUISIANA TO	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Coffee table, approximate size 23x48x17. Table shall have a solid wood frame with a medium dark finish matching items in Group 1. The top of the table shall match the same finish as the frame Brand/Style: RT London - Westwood Room Solutions; Model: WWTB1X2348-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ . STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Same Military Invalid Delivery Address Invalid, LA 99999-9999				
12	**Product Category:56101703** desk IT IS THE INTENT OF THE STATE OF LOUISIANA TO AWARD THIS CONTRACT ON A GROUPED BASIS. LINE ITEMS 1-7 AND 10-12 WILL BE AWARDED AS GROUP 1. VENDOR SHALL BE RESPONSIBLE FOR ALL SUPPLIES AND MATERIALS NEEDED FOR INSTALLATION. SOME OF THE INSTALLATION WILL	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	BE REQUIRED ON THE 2ND FLOOR OF A TWO STORY BUILDING WITH NO ELEVATOR ACCESS. VENDOR SHALL BE RESPONSIBLE FOR DISPOSAL OF ALL TRASH AND MATERIALS NO LONGER NEEDED AFTER INSTALLATION. ALL ITEMS WILL BE INSPECTED PRIOR TO ACCEPTANCE. Desk approximate size 23x44x30. Desk shall have a solid wood frame with a medium dark finish matching line items Group 1. The top of the desk shall match the same finish as the frame. There is no requirement of shelves on the desk. Brand/Style: RT London - Westwood Room Solutions; Model: WWDEAA2444-M or Equal STATE BRAND/STYLE BIDDING:_____ STATE MODEL BIDDING:_____ STATE WOOD FINISH BIDDING:_____ **Ship To Address:** Camp Cook SFC Steven Hanley Military DepartmenBUILDING 22A23 6030 Monroe Hwy Ball, LA 71405				

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.

2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.

3. THIS BID IS TO BE MANUALLY SIGNED IN INK.

4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.

5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE

6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION

7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION

8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.

9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE WITH INK OR TYPEWRITTEN.

11. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

12. CONFERENCE: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE

13. BID FORMS.
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
B. BID FILLED OUT IN PENCIL; AND
C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. FAX ALTERATIONS, NOT INVOLVING PRICING, TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED BID FORM AND FAXED ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING. ALTERATIONS TO PRICE MUST BE RECEIVED IN A SEALED ENVELOPE WITH THE BID NUMBER, OPENING DATE AND TIME DISPLAYED ON THE OUTSIDE OF THE ENVELOPE AND TIME STAMPED BEFORE BID OPENING. ENTIRE BID SHOULD BE RETURNED, EXECEPT ITEM PAGES NOT BID.

14. STANDARDS OF QUALITY.
ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFCATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, AND ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR

THE PURPOSE OF DESCRIBIING 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.

15. DESCRIPTIVE INFORMATION.
BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER SHOULD STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

16. 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 THE THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

17. AWARDS.
THE STATE OF LOUISIANA 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.

18. PRICES .
UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA 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.

19. DELIVERIES.
BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

20. TAXES.
VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

21. NEW PRODUCTS.
UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, 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. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFED IN THE SOLICITATION.

22. CONTRACT RENEWALS.
UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

23. CONTRACT CANCELLATION.
THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE 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.

THE STATE, BY WRITTEN NOTICE, MAY TERMINATE THIS CONTRACT, IN WHOLE OR IN PART, WHEN IT IS IN THE STATE'S INTEREST. IF THIS CONTRACT IS TERMINATED, THE STATE SHALL BE LIABLE ONLY FOR GOODS OR SERVICES DELIVERED OR ACCEPTED. THE STATE NOTICE OF TERMINATION MAY PROVIDE THE CONTRACTOR THIRTY (30) DAYS PRIOR NOTICE BEFORE IT BECOMES EFFECTIVE. HOWEVER, AT THE STATE'S SOLE OPTION A TERMINATION OF CONVENIENCE MAY BE EFFECTIVE IMMEDIATELY AND MAY APPLY TO DELIVERY ORDERS (IF APPLICABLE) OR TO THE CONTRACT IN WHOLE.

24. DEFAULT OF CONTRACTOR.
FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE 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.

25. ORDER OF PRIORITY.
IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

26. APPLICABLE LAW.
ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

27. COMPLIANCE WITH CIVIL RIGHTS LAWS.
BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

28. SPECIAL ACCOMMODATION.
ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN 7 DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

29. INDEMNITY.
CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

30. SIGNATURE AUTHORITY.
ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

PLEASE CIRCLE ONE:

1. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP RECORD MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

2. THE SIGNER OF THE BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, CORPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL., ETC. IF THIS APPLIES A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS MUST BE ATTACHED HERETO.

3. THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/ AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

4. THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH THIS OFFICE.

31. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2182, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

32. FEDERAL CLAUSES, IF APPLICABLE

CIVIL RIGHTS

BOTH PARTIES SHALL ABIDE BY THE REQUIREMENTS OF TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AND SHALL NOT DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS DUE TO COLOR, RACE, RELIGION, SEX, HANDICAP OR NATIONAL ORIGIN. FURTHERMORE, BOTH PARTIES SHALL TAKE AFFIRMATIVE ACTION PURSUANT TO EXECUTIVE ORDER #11246 AND THE NATIONAL VOCATIONAL REHABILITATION ACT OF 1973 TO PROVIDE FOR POSITIVE POSTURE IN EMPLOYING AND UPGRADING PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, HANDICAP OR NATIONAL ORIGIN, AND SHALL TAKE AFFIRMATIVE ACTION AS PROVIDED IN THE VIETNAM ERA VETERAN'S READJUSTMENT ACT OF 1974. BOTH PARTIES SHALL ALSO ABIDE BY THE REQUIREMENTS OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND THE VOCATIONAL REHABILITION ACT OF 1973 TO ENSURE THAT ALL SERVICES ARE DELIVERED WITHOUT DISCRIMINATION DUE TO RACE, COLOR, NATIONAL ORIGIN OR HANDICAP.

ANTI-KICKBACK CLAUSE

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUBGRANTEE SHALL BE PROHIBITED FROM INDUCING, BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

CLEAN AIR ACT

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN AIR ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

CLEAN WATER ACT

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ANTI-LOBBYING AND DEBARMENT ACT

THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

33. CERTIFICATION OF NO SUSPENSION OR DEBARMENT.
BY SIGNING AND SUBMITTING ANY PROPOSAL FOR $25,000 OR MORE, THE PROPOSER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS" (FORMERLY OMB CIRCULAR A-133).

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT HTTPS://WWW.SAM.GOV.

34. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (SEE LA R.S. 12:262.1) AND LIMITED LIABILITY COMPANIES (SEE LA R.S. 12:1308.2) MUST BE REGISTERED AND IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A PURCHASE ORDER AND/OR CONTRACT OVER $25,000.

35. ALL BID AMOUNTS SHALL BE SUBMITTED IN UNITED STATES DOLLARS.