

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

INVITATION TO BID  
To  
FURNISH LABOR AND MATERIALS TO INSPECT FIRE ALARM SYSTEMS  
FOR SOUTHEASTERN UNIVERSITY AND and  
The SAFETY & HAZARDOUS MATERIALS DEPARTMENT

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

DIRECTOR OF PURCHASING: Richard Humber

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

REQUISITIONED BY: Jeremy Brignac, Director Environmental  
Health & Safety Office  
Telephone: (985) 549-2157

RELEASE DATE: August 26, 2016

DEADLINE FOR FAX INQUIRIES: September 7, 2016 Fax To: 985-549-3810  
Attn: Karen Burkhalter

BID OPENING DATE: September 20, 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

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://www.prd.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 may be 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  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

Delivery: Southeastern LA University  
Purchasing Department  
Property Control & Supply Bldg  
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, sexual orientation, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

A Member of the University of Louisiana System

Rvdsd. 9/15

**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

**SOUTHEASTERN UNIVERSITY**  
**INSURANCE REQUIREMENTS FOR VENDORS & EXTERNAL PROVIDERS**

Before commencing work, the Other Party (contractor and/or subcontractor) shall obtain at its own cost and expense the following insurance placed with insurance companies authorized to do business in the State of Louisiana with A.M. Best ratings of **A-:VI or higher**. The Other Party shall provide evidence of such insurance as required by the Agency. The Certificates of insurance should confirm that a thirty-day policy cancellation notice has been provided to the Agency for all of the following stated insurance policies

**A. Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

**B. Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

**C. Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. The ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for the following automobile coverage classes:

1. Owned automobiles
2. Hired automobiles
3. Non-owned automobiles

Location of operations shall be "All Locations".

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

**D. Professional Liability (Errors and Omissions)**

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000 per claim. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

**E. Cyber Liability**

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

**F.** If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Other Party shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days. Upon failure of the Other Party to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Other Party to purchase and/or maintain any required insurance shall not relieve the Other Party from any liability or indemnification under the contract.

G. All Certificates of Insurance of the Other Party shall reflect the following:

- 1) The Other Party's insurer will have no right of recovery or subrogation against the Agency. It is the intention of the parties that the Other Party's insurance policies shall protect both parties and shall be the primary coverage for any and all losses that occur under the contract.
- 2) The Agency shall be named as an additional insured as regards negligence by the contractor. The ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable.
- 3) The insurance companies issuing the policy or policies shall have no recourse against the Agency for payment of any premiums or for assessments under any form of the policy or policies.
- 4 Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

H. The following Indemnification Agreement shall be a provision of the contract:

The Other Party agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, employees and 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 the Other Party, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Other Party as a result of any claim, demands, and/or causes of action, except 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, employees and volunteers.

The Other Party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Other Party in the defense of claims, but this shall not affect the Other Party's responsibility for the handling of and expenses for all claims.

- I. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. Any and all deductibles shall be assumed in their entirety by the Other Party.
- J. All property losses to Agency's property caused by the actions of the Other Party shall be adjusted with and made payable to the Agency.
- K. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall release the Other Party from the insurance requirements and indemnification agreement obligations.
- L. Additional insurance may be required on an individual basis for hazardous activities and specific service agreements. If such additional insurance is required for a specific contract, that requirement should be added to the list of required coverages found in the appropriate Exhibit.
- M. If the Other Party does not continue to comply with all of the insurance requirements at any time during the contract or at contract renewal, the Agency has the following options:
  1. Payments to the Other Party may be withheld until the requirements have been met;
  2. The Agency may pay any renewal policy premiums and withhold such payments from any monies due the Other Party;
  3. The Agency may suspend, discontinue or terminate the contract.

## EXHIBIT A

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

The Contractor shall purchase 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, its agents, representatives, employees or subcontractors.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE****1. Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

**2. Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

**3. Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

**B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

**C. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

**1. Commercial General Liability and Automobile Liability Coverages**

a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

**2. Workers Compensation and Employers Liability Coverage**

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

**3. All Coverages**

a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.

- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

**D. ACCEPTABILITY OF INSURERS**

- 1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall 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.
- 2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

**E. VERIFICATION OF COVERAGE**

- 1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.
- 2. The Certificate Holder Shall be listed as follows:  
  
State of Louisiana  
Agency Name, Its Officers, Agents, Employees and Volunteers  
Address, City, State, Zip  
Project or Contract #:
- 3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
- 4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

**F. SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

**G. WORKERS COMPENSATION INDEMNITY**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

**H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

1. 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, employees, and volunteers, from and against any and all claims, damages, 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, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.
2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

# Indemnification Agreement

The Contractor/Vendor hereinafter referred to as PROVIDER shall execute the below Indemnification Agreement prior to furnishing services.

PROVIDER 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 PROVIDER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by PROVIDER 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. PROVIDER 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.

Accepted by:

\_\_\_\_\_  
Provider (Name of Business)

\_\_\_\_\_  
Signature (Authorized Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Accepted

CONTRACT FOR: Southeastern University, Hammond, LA

CONTRACT NO.: \_\_\_\_\_

PURPOSE OF CONTRACT: **Furnish labor and materials to inspect fire alarm systems**

**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE SIGNATURE FORM**

BIDDER NAME: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: To furnish labor and materials to inspect fire alarm systems for the Southeastern Louisiana University and the Environment Health & Safety Department.

INITIAL CONTRACT TERM: \_\_\_\_\_ (Date of Award through June 30, 2017)

**Contract Continuation:** If mutually agreeable between the successful bidder and Southeastern University, the contract period may be extended for an additional three (3) twelve (12) month periods at the same prices, terms and conditions.

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

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

**OTHER REQUIREMENTS:**

Bidders shall have current certification by the State Fire Marshalls Office to inspect and repair alarms and provide certifications upon award of contract.

The attached General Conditions shall be a part hereof.

**TO THE VENDOR:**

**The inspection dates outlined in this solicitation must be adhered to strictly. The dates were chosen around the student body being absent from campus. Vendor must also work around the University's observed holiday schedule. It is a tight time-line and winning Vendor must have the workforce to complete the scheduled maintenance on time.**

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. University Receiving Station, 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.

THIS BID RESPONSE SUBMITTED BY: \_\_\_\_\_

AUTHORIZED OFFICER: \_\_\_\_\_  
(Signature) (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SOUTHEASTERN LOUISIANA UNIVERSITY

### **SPECIFICATIONS AND REQUIREMENTS**

Furnish labor and materials to inspect fire alarm systems. The successful bidder shall make an annual fire alarm system inspection, within seven (7) calendar days of expiration of annual inspection date on the tag at the panel on Southeastern Louisiana University buildings on campus in Hammond, Columbia Theatre, Turtle Cove (Marine Biology Research Facility near Manchac, LA), and Baton Rouge School of Nursing in Baton Rouge, LA.

- Transportation will be provided by Southeastern to and from the Marine Biology Facility at Manchac at no cost to the vendor.
- The vendor will be responsible for his/her own transportation to Southeastern Louisiana University in Hammond, the Columbia Theatre, and Southeastern School of Nursing in Baton Rouge.

The following documentation is required for all inspections: listing of all devices, the device location, date of inspection, and remarks.

All inspection forms are to be brought to the Environment Health & Safety Office at the end of each day for review by the Director.

Bidders shall be certified by the State Fire Marshal Office for the inspection of fire alarm systems as well as be certified to diagnose, modify and/or repair systems.

- Inspections **MUST** begin the day after finals in December and must be completed before classes begin in January.
- Inspections **MUST** be conducted during normal University business hours.
- Inspections **MAY NOT** be conducted during University closures including Holidays or weekends. (Note: The University is closed on weekends and for two weeks for the Holidays at the end of December).

### **FIRE ALARM INSPECTION DATES:**

December 12 through December 16, 2016 from the hours of 7:30 am to 5:00 pm Monday through Thursday and Friday from 7:30 am to 12:30 pm. (Times must be strictly adhered to.)

THE UNIVERSITY IS CLOSED FOR THE HOLIDAYS FROM DECEMBER 19, 2016 TO JANUARY 2, 2017.  
(No inspections are allowed during this time.)

**ALL INSPECTIONS MUST BE FINISHED BY 5:00 PM ON JANUARY 10, 2017 AS STUDENTS WILL BE RETURNING AND CLASSES WILL RESUME ON JANUARY 11, 2017.**

**The University cannot be invoiced for the inspections until all are completed!**

### **REPAIR AND MODIFICATIONS:**

A quote should be submitted within one (1) week of inspection if repairs are needed to bring the system back into compliance. Repairs will be invoiced separately. The University reserves the right to make their own repairs or to bid repair out to lowest vendor.

**DISCLAIMER:** The number of devices listed may not be exact for each building; therefore, an approximate number is used for bid purposes. Also, if a building is closed or the system has been upgraded during the year, that building will not be inspected and should not be charged for an inspection. As-built plans for the fire alarm systems are available for review upon request.

**BID RESPONSE**

**DISCLAIMER:** The number of devices listed may not be exact for each building, therefore, an approximate number is used for bid purposes. Also, if a building is closed or the system has been upgraded during the year, that building will not be inspected and should not be charged for an inspection. As-built plans for the Fire Alarm systems are available for review upon request.

Building	Panel	Model	Serial	Pull Stations	Photo Detectors	Heat Detectors	Duct Detectors	Horn / Strobes	Horns	Speaker / Strobes	Strobes	Tamper Switch	Flow Switches	Bells	Beam Detectors	BID Amount
Charles Anzalone Hall	Simplex	4246-1	CEI12989	10					5							
Baton Rouge School of Nursing	Simplex	2001	CEI12989	9	34	1		8								
Biology Building (Old & New)	Notifier	AFP-400	N/A	19	55	11	10	95			16					
12 Oaks (Cafeteria)	Notifier	System 5000	CEI13026	16	24		2	46		8	13					
Charles W. Campbell Hall	Notifier	NFS-640	N/A	6	17	1				13	5					
J Leon Clark Hall & Clark Hall Annex	Notifier	NFS-640	NFS2-640	13	31	1		17			7					
Columbia Theatre	Simplex	4100	H671790301W	13	32	2	15	69			29	6	5			
D Vickers	Notifier	NFS-640	N/A	14	51	1	9		1	24	51					
Dugas Center for SLU Athletics	Notifier	NFS-320	NFS-320	12	7	1	9	55			31					
Fayard Hall	Simplex	4100	H902124300W	16	32	2	10	140			31					
R. Norval Garrett Hall	Faraday	MPC-2000	CEI-12997	8			7	36								
Hazardous Waste Building	FCI	FC-72	CEI13012	3		4			3		3					
Vera W. Thomason Health Center	Simplex	4204-4	S13329	3					2							
Kinesiology & Health Studies & Addition	Notifier	NFS-640	NFS2-640/DVC	20	9	3	6	37			11					
Linus A. Sims Memorial Library	Notifier	NFS-640	NFS2-640	27	223	4	15	215			50	9	8			
Jay McClimans Hall	Fire Lie	MS-9600UDLS	MS-9600UDLS	6	17		10			8	16					
Lucius McGehee Hall	Notifier	NFS-640	NFS2-640/DVC	8	17	13	6	13			4					
Eleanor H. Meade Hall / Science Building Annex	Silent Knigh	JFP-1000	26729	16	48	4	4	46			12					
Gertie Lee Mirns Hall	Simplex	2001	CEI12989	5		1		4								
Music Annex & Recital Hall	Simplex	2001	CEI12993	14	6			8	8							

**BID RESPONSE**

**DISCLAIMER:** The number of devices listed may not be exact for each building; therefore, an approximate number is used for bid purposes. Also, if a building is closed or the system has been upgraded during the year, that building will not be inspected and should not be charged for an inspection. As-built plans for the Fire Alarm systems are available for review upon request.

Building	Panel	Model	Serial	Manual Pull Stations	Photo Detectors	Heat Detectors	Duct Detectors	Horn / Strobes	Horns	Speaker / Strobes	Strobes	Tamper Switch	Water Flow Switches	Bells	Beam Detectors	BID Amount
NC Financial Aid	Notifier	NFS-320	Notifier 320	9	13			30			7					
NC Main Building	Notifier	NFS-640	NFS2-640	9	23	6	12			21	50					
Pennington Student Activity Center	Notifier	AFP-400	AFP-400	17	44	10	10			170	28					
Ralph R. Pottle Music Building	Notifier	NFS-640	NFS-640/DVC	7	29	14	8			71	12					
R. T. Pursley Hall	Notifier	NFS-640	NFS2-640	13	38	10	17	41			8					
Range Hall	Simplex	4246	35275	4					2					1		
East Strawberry Stadium	Notifier	AFP-400	CEI-13014	17	149	1	7			140	31				2	
West Strawberry Stadium	Notifier	NFW2-100	NFW2-100	18	40	6	8	8			12				2	
Charles E. Gate Teacher Education Center	Notifier	AFP-400	N/A	30	76	25	25	89		36	18					
G. Jack Tinsley Hall	Pytronics	CP-400	N/A	9	10			6								
Turtle Cove	Notifier	AFP-100	CEI1247352	5	5	3		12								
University Center	Notifier	NFS-640	NFS2-640	24	1		39	38								
War Memorial Student Union / Annex / North / West	Notifier	NFS2-3030	N/A	47	115	18	24			147	4					
White Hall	Notifier	NFS-640	NFS2-640	9	61	1	4	52			24					

**HOUSING**

**BID RESPONSE**

Building	Panel	Model	Serial	Manual Pull Stations	Photo Detectors	Heat Detectors	Duct Detectors	Horn / Strobes	Horns	Speaker / Strobes	Strobes	Tamper Switch	Water Flow Switches	Bells	Beam Detectors	BID Amount
Cardinal Newman Hall	Notifier	3030	CEI-13034	15	42	9	10	64	308	92	47	14	7			
Greek Village Buildings A-M	Notifier	AFP-1010	CEI13023	65	104	3				308	47	14	7			
Hammond Hall	Simplex	4010	CEI13023	11	154	10	8	32	92		10					
Livingston Hall	Simplex	4010	CEI13031	11	154	10	8	32	92		10					
Louisiana Hall	Simplex	4010	CEI13023	11	154	10	8	32	92		10					
Pride Hall	Simplex	4100U	CEI13034	11	154	10	8	32	92		10					
Southeastern Oaks	Simplex	4100U	N/A	42	1	2		42				6	6			
St. Tammany Hall	Notifier	3030	SN1KA24476	11	154	10	8	32	92		10					
Tangipahoa Hall	Simplex	4010	CEI13033	11	154	10	8	32	92		10					
Taylor Hall	Simplex	4010	H478642605	11	154	10	8	32	92		10					
Washington Hall	Simplex	4010	CEI13029	11	154	10	8	32	92		10					
Zachary Taylor Hall	Notifier	NFS-640	N/A	27	66		1			28	7					

**TOTAL BID AMOUNT**

**Bid Response Form Continued**

**REPAIR AND MODIFICATION COST**

Cost per hour / travel time \_\_\_\_\_.

Cost per hour / work time \_\_\_\_\_.

Cost for parts (% over cost) \_\_\_\_\_.

**Contract Continuation:** If mutually agreeable between the successful bidder and Southeastern University, the contract period may be extended for an additional three (3) twelve (12) month periods at the same prices, terms and conditions.

**NAME OF BIDDER:** \_\_\_\_\_ **OFFICER INITIALS:** \_\_\_\_\_