

**STATE OF LOUISIANA  
SOWELA TECHNICAL COMMUNITY COLLEGE  
AGENCY REQUEST FOR QUOTATION**

**PURCHASING AGENT:** Susan Tucek  
**TELEPHONE NUMBER:** 337-421-6919

**EMAIL:** susan.tucek@sowela.edu

<b>BID NUMBER</b>
62951

<b>BID OPENING DATE/TIME:</b> 10/26/16 10:00 AM	<b>DELIVERY DATE</b>  <b>30 DAYS ARO</b>	<b>DELIVERY TERMS/FOB POINT</b>  FOB DESTINATION
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<b>VENDOR NAME</b>	<b>DELIVER BID BEFORE OPENING DATE/TIME TO:</b> SOWELA TECHNICAL COMMUNITY COLLEGE SUSAN TUCEK 3820 SEN J B JOHNSTON AVENUE LAKE CHARLES, LA 70615
<b>SIGNATURE:</b>	<b>INVOICE TO:</b> ACCOUNTS PAYABLE SOWELA TECHNICAL COMMUNITY COLLEGE PO BOX 16950 LAKE CHARLES, LA 70616-6950
<b>DATE:</b>	

LINE NO	COMMODITY/SERVICE DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	EXTENDED AMOUNT
1	COMMERCIAL TABLETOP 7 QT, 15-1/2" W X 9-3/8" D X 13-7/8" H, 120 V, 1-1/10 HP VARIABLE GEAR INCLUDES VARIABLE GEAR DRIVEN MOTOR, STAINLESS STEEL MIXING BOWL, FLAT BEATER, WHISK, DOUGH HOOK, SCRAPING SPATULA, TILT UP HEAD W/SAFETY CUT OFF HAMILTON BEACH CPM700 OR EQUAL	16	EA		
2	30" X 48", 18-GAUGE STAINLESS STEEL COMMERCIAL WORK TABLE WITH GALVANIZED LEGS AND UNDERSHELF	16	EA		
3	50 LB STAINLESS STEEL FLOOR GAS FRYER, 4 TUBES, 120,000 BTU ADJUSTABLE TEMP 200-400 DEGREE FAHRENHEIT AVANTCO FF400 OR EQUAL	1	EA		
4	2" DEEP FULL SIZE HOTEL PAN	24	EA		
5	4" DEEP FULL SIZE HOTEL PAN	24	EA		
6	2" DEEP HALF SIZE HOTEL PAN	24	EA		
7	4" DEEP HALF SIZE HOTEL PAN	24	EA		
8	6" DEEP HALF SIZE HOTEL PAN	12	EA		
9	2' DEEP 1/3 SIZE HOTEL PAN	24	EA		
10	4' DEEP 1/3 SIZE HOTEL PAN	24	EA		
11	6' DEEP 1/3 SIZE HOTEL PAN	24	EA		
12	2" DEEP 1/6 SIZE HOTEL PAN	12	EA		

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LINE NO	COMMODITY/SERVICE DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	EXTENDED AMOUNT
13	4" DEEP 1/3 SIZE HOTEL PAN	12	EA		
14	6' DEEP 1/6 SIZE HOTEL PAN	12	EA		
15	2.5 QT BATCH BOWL FOOD PROCESSOR WITH VERTICAL CHUTE, 120 VOLTS	2	EA		
16	3 SPEED, 72 OZ BLENDER, 14.4" H X 10.5" W X 9.2" D NNJA1006 OR EQUAL	2	EA		
17	8" X 3" FLEXIBLE SOLID BLADE TURNER WITH WOOD HANDLE	12	EA		
18	8" X 3" FLEXIBLE PERFORATED BLADE TURNER WITH WOOD HANDLE	12	EA		
19	2 OZ ONE PIECE STAINLESS STEEL LADDLE	12	EA		
20	4 OZ ONE PIECE STAINLESS STEEL LADDLE	12	EA		
21	6 OZ ONE PIECE STAINLESS STEEL LADDLE	12	EA		
22	8 OZ ONE PIECE STAINLESS STEEL LADDLE	12	EA		
23	#10 DISHER, IVORY HANDLE	12	EA		
24	#8 DISHER, GRAY HANDLE	12	EA		
25	4 SLICE COMMERCIAL TOASTER WITH 1-1/2" WIDE SLOTS	1	EA		
26	18" X 26" X 3-1/2", 13 QT ALLUMINUM ROASTING PAN WITH HANDLES	16	EA		
27	8" FRYING PAN, NATURAL FINISH WITH SILICON COATED HANDLES	16	EA		
28	8" FRY PAN, NON STICK WITH SILICON COATED HANDLES	16	EA		
29	4.5 QT STRAIGHT SIDED SAUCE PAN WITH COVER	16	EA		
30	6 QT STRAIGHT SIDED SAUCE PAN WITH COVER	16	EA		
31	14 QT BRAZIER PAN WITH COVER	6	EA		
32	32 QT HEAVY DUTY STAINLESS STEEL STOCK POT WITH COVER	4	EA		
33	32 QT HEAVY DUTY ALUMINUM STOCK POT WITH FAUCET	2	EA		
34	15" STANDARD DUTY SOLID STAINLESS STEEL BASTING SPOON	24	EA		
35	15" STANDARD DUTY SLOTTED STAINLESS STEEL BASTING SPOON	24	EA		
36	15" STANDARD DUTY PERFORATED STAINLESS STEEL BASTING SPOON	24	EA		
37	13" STANDARD DUTY SOLID STAINLESS STEEL BASTING SPOON WITH COATED HANDLES	12	EA		
	<i>continued on next page</i>				

LINE NO	COMMODITY/SERVICE DESCRIPTION	QUANTITY ORDERED	UNIT	UNIT PRICE	EXTENDED AMOUNT
38	13" STANDARD DUTY PERFORATED STAINLESS STEEL SLOTTED SPOON WITH COATED HANDLES	12	EA		
39	3 DOOR REACH IN REFRIGERATOR; 78-1/2" W X 29-1/2" D X 84-1/8" H, 1/2 HP COMPRESSOR BOTTOM MOUNTED, 120 VOLTAGE, 72 CU FT, 33° F TO 38° F TEMPERATURE, FULL DOOR, 9' CORD WITH 5-15P NEMA PLUG, UL, NSF AND CE LISTED 5" CASTERS INCLUDED TRUE T-72 OR EQUAL	2	EA		
40	3 DOOR REACH IN FREEZER; 78-1/8" W X 29-1/2" D X 84-1/8" H, BOTTOM MOUNTED COMPRESSOR, 120 VOLTAGE, 72 CU FT, -10° F TEMP RANGE, FULL DOOR, EXTERIOR: STAINLESS STEEL DOOR & FRONT WITH ALUMINUM SIDES & BACK, INTERIOR: ALUMINUM WITH STAINLESS STEEL FLOOR TRUE T-72F OR EQUAL	2	EA		
41	REACH IN REFRIGERATOR WITH 3 FULL GLASS SWING DOORS; 78-1/8" W X 29-3/4" D X 84-1/8" H, 4" CASTERS, 9' CORD & PLUG, 72 CU FT, 1/2 HP, 9 SHELVES, +33°F TO 38°F TEMP RANGE, 120V EXTERIOR: STAINLESS STEEL FRONT & SIDES, INTERIOR: STAINLESS STEEL, BOTTOM MOUNTED COMPRESSOR, LED LIGHTING TRUE TS-72G-LD OR EQUAL	1	EA		

## 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 INITIALIZED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. **BID PRICES SHALL INCLUDE DELIVERY OF EACH ITEM(S) 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. TO ASSURE CONSIDERATION OF YOUR BID, **ALL BIDS AND ADDENDA SHOULD BE RETURNED BY EMAIL OR IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER.**
6. 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.
7. 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. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.
8. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE, ADDRESS OR EMAIL ADDRESS SHOWN ON THE BID.
9. QUANTITIES MAY BE INCREASED OR DECREASED AFTER BID OPENING.
10. BID FORMS.  
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED. 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
  - C. BID NOT SUBMITTED ON SOWELA TECHNICAL COMMUNITY COLLEGE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. EMAIL AND TELEPHONE ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

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MAIN CAMPUS

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11. STANDARDS OF QUALITY  
ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.
12. DESCRIPTIVE INFORMATION.  
BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR SOWELA TECHNICAL COMMUNITY COLLEGE 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 DOES NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.
13. 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 SOWELA TECHNICAL COMMUNITY COLLEGE DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.
14. AWARDS.  
SOWELA TECHNICAL COMMUNITY COLLEGE 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.
15. PRICES.  
UNLESS OTHERWISE SPECIFIED BY SOWELA TECHNICAL COMMUNITY COLLEGE 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.
16. DELIVERIES.  
BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.
17. 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.
18. 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 SPECIFIED IN THE SOLICITATION.
19. CONTRACT RENEWALS.  
UPON AGREEMENT OF SOWELA TECHNICAL COMMUNITY COLLEGE 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.
20. CONTRACT CANCELLATION.  
SOWELA TECHNICAL COMMUNITY COLLEGE 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.

21. **DEFAULT OF CONTRACTOR.**  
FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATIONS OF THE CONTRACT. WHERE SOWELA TECHNICAL COMMUNITY COLLEGE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, SOWELA TECHNICAL COMMUNITY COLLEGE 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.
22. **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.
23. **APPLICABLE LAW.**  
ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
24. **EQUAL OPPORTUNITY.**  
BY SUBMITTING AND SIGNING THE 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.
25. **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 NO LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THE NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.
26. **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, SOWELA TECHNICAL COMMUNITY COLLEGE, 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 SOWELA TECHNICAL COMMUNITY COLLEGE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.
27. **SIGNATURE AUTHORITY.**  
IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:  
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 AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.
28. **EEOC COMPLIANCE**  
BY SUBMITTING AND SIGNING THIS BID, BIDDER CERTIFIES THAT HE AGREES TO ADHERE TO THE MANDATES DICTATED BY TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED; THE VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1974; SECTION 503 OF THE REHABILITATION ACT OF 1973; SECTION 202 OF EXECUTIVE ORDER 11246. AS AMENDED; AND THE AMERICANS WITH DIABILITIES ACT OF 1990. BIDDER AGREES TO KEEP INFORMED OF AND COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS, ORDINANCES AND REGULATIONS, WHICH AFFECT HIS EMPLOYEES OR PROSPECTIVE EMPLOYEES.
29. **CANCELLATION.**  
SOWELA TECHNICAL COMMUNITY COLLEGE RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
30. **AT THE OPTION OF SOWELA TECHNICAL COMMUNITY COLLEGE AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. CONTRACT NOT TO EXCEED THIRTY-SIX (36) MONTHS.**