

**Delgado Community College  
Purchasing Department  
501 City Park Avenue, Bldg. 37  
New Orleans, Louisiana 70119  
(504) 762-3027**

**Invitation to Bid**

**Bid Name:**

**R0013299 Furniture and Equipment Relocation**

**Due by & to be opened on:**

**November 28th at 10:00 am CST**

**Contact Person:**

**Tracey Sheffield**

**Assistant Director Purchasing**

**(504) 762-3029**

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**NAME OF COMPANY**

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**ADDRESS**

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**CITY, STATE, ZIP**

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**PHONE NUMBER**

**FAX NUMBER**

**EMAIL**

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**SIGNATURE OF COMPANY REPRESENTATIVE**

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**NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE**

*\*\* This form must be completed and submitted with your bid*

## I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College  
O'Keefe Administration Building  
501 City Park Avenue, Building 37  
New Orleans, La 70119  
Email: [tsheff@dcc.edu](mailto:tsheff@dcc.edu)  
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

Sealed bids may be submitted by mail or in person. Mailed bids and hand carried bids shall go to the address in item #1. Do not leave hand carried bids at the front desk. The bid name and number shall be on the outside of the packaging, including express mail. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at [www.epls.gov](http://www.epls.gov) .)

**II. BID FORM**  
**R0013299 Furniture and Equipment Relocation**

| <u>Item No</u> | <u>Qty</u> | <u>UOM</u> | <u>Description Of Work</u>   | <u>Price</u> |
|----------------|------------|------------|--|--------------|
| (1)            | 1          | LOT        | Pack, crate, box various pieces of furniture and equipment from Delgado Community College's Slidell Campus, 316 & 320 Howze Beach Road, Slidell, LA 70461 and relocate to the following locations (list of equipment in specifications): Delgado Community College's City Park Campus, Delgado Community College's West Bank Campus with a final delivery to LPAA in Baton Rouge, LA. Equipment will be disconnected from energy sources, removed from walls by others prior to pick-up. All labor, crating, boxes, equipment, and insurances to perform this move must be included in this bid. | _____        |

|   |   |
|---|---|
| <b>Addendum No:</b> _____ <b>Dated:</b> _____ | <b>Addendum No:</b> _____ <b>Dated:</b> _____ |
| <b>Addendum No:</b> _____ <b>Dated:</b> _____ |   |

Bidder declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents, d) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform all services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Department.

**By signing below, the Bidder agrees that he/she complies with all bid requirements, instructions, specifications, terms and conditions and special conditions as stated in the.**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

*\*Bid must be submitted on this form*

### III. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

#### MOVE DATE:

The work will take place over a period of four (4) days. Bidder must be able to complete the job as specified between **Tuesday, December 13<sup>th</sup>, 2016 and Friday December 16th, 2016**

#### PRE-BID/JOBSITE VISIT:

A **mandatory pre-bid jobsite visit** is scheduled on **Monday, November 14th, 2016 at 10:00AM CST** at the jobsite. Bidders are to meet at Delgado Community College's Slidell Campus located at 320 Howze Beach Road, Slidell, LA 70461. Any bidder intending on submitting a bid for this work is required to attend. This will be the only time the site will be available for inspection. Bidder must have the included **Attachment B, Jobsite Visit Form** signed and it must be submitted with the bid. Failure to do so will disqualify the bid.

#### ADDENDA:

Any questions arising from the specifications or the pre-bid conference must be addressed in writing to the individual indicated in Section I, General Conditions, and will be answered via an Addendum. All questions must be submitted no later than **Wednesday, November 16th, 2016 by 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related **only** to the answers provided in the Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from  
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

#### BID SUBMITTAL:

Bids must be sealed with the **Bidder's name, license number (if applicable) along with the name and number of the bid clearly written on the front of the** envelope and are to be delivered to the person and location in Section I, General Information by the date and time stated on the title page. Bids received without this information or after the due date and time will be automatically disqualified.

*In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved).*

Bids must be submitted on the forms furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for this proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with the above requirements will cause your bid to be disqualified.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) 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
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

**MODIFICATION OR WITHDRAWAL OF BID:**

A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Delgado Community College Purchasing Office at the place and prior to the time designated for receipt of bids.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

**BIDDER REPRESENTATION:**

By signing and submitting a bid, Bidder acknowledges that read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder is advised to carefully consider all College physical features. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

The Bidder agrees that his/her bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bidding Documents and addenda.

**INSURANCE:**

Bidders are to comply with the insurance requirements as stated in Section V of the bid. The provided **indemnification form** (see Attachment A) must be completed and submitted with your bid. Failure to comply with these requirements will result in disqualification of your bid.

The successful bidder will be responsible for ensuring that Delgado receives the required **insurance certificate** after the notice of award (as per terms and conditions) in a timely manner in order to meet the required work expectancy timeframe. No work may commence until a proper certificate is received.

**END OF SECTION III**

## IV. TERMS AND CONDITIONS

### TERMS & CONDITIONS:

- A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.
- It shall be specifically agreed and understood that the Bidders may attend the Bid opening. .
- No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
- Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.
- Delgado Community College reserves the right to reject any and all bids and to waive any informality.
- It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.
- All shipping, handling, materials, labor or any other charges necessary to compete this job must be included in amount bid. Items not listed but necessary for completion of the job shall be furnished as part of the bid. Additional costs disclosed later will be at the expense of the vendor.
- All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be included in the unit price. The College will not be responsible for freight charges not clearly stated as a part of this bid.
- The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
- The College shall have the right to reject any or all bids not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.
- The Bid will be awarded on the basis of the lowest total cost as determined by the College.
- List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
- Bidder must be licensed to perform the work as outlined in the specifications. The Bidder shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.
- Bidder must be able to provide a project timeline if requested by Delgado Community College

- If item(s) or services bid do not fully comply with specifications, including brand and/or product number or work, bidder must state in what respect the item(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.

**CONTRACT TERM & AGREEMENT:**

The Form of Agreement between the Bidder and the College will be the issuance of a purchase order in accordance with all terms and conditions of the bid. Work to be completed within (4) days, beginning on Tuesday, December 13<sup>th</sup>, 2016 and commencing on Friday, December 16<sup>th</sup>, 2016.

**PAYMENTS:**

Bidder will be paid after work is satisfactorily completed and upon recommendation of the College Representative.

Payment for services shall be made to the Bidder (30) thirty days after receipt by the College of an invoice by which the Bidder certifies, and the College agrees, that all the invoiced work was performed in accordance with the specifications. Invoices will not be paid prior to 30 days from receipt of invoice or completion of services/receipt of project.

All invoices should be submitted to the College's Office of Accounts Payable and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing office.

**INSURANCE:**

Vendor compliance with the attached insurance and indemnification requirements is mandatory. A completed copy of the *indemnification agreement (Attachment A)* must be submitted with the bid. Failure to do so will result in immediate disqualification of the bid. Upon award, a certificate of insurance must be submitted to Delgado Community College, delineating Delgado Community College as the certificate holder prior to the commencement of any work.

**TERMINATION OF AGREEMENT:**

- **Termination of this agreement for cause** – DCC may terminate this agreement for cause based upon the failure of Bidder to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that DCC shall give the Bidder written notice specifying the Contractor's failure.

**INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING**

Any questions arising from either the specifications and/or jobsite visit must be addressed in writing and will be answered via an Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

**DISCRIMINATORY PRACTICES:**

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations.

Both the College and the bidder 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 race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action 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 abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to insure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

**SUBCONTRACTORS:**

All subcontractors must be identified and approved in writing in advance by the College. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

It is the Contractor's responsibility to ensure that his subcontractors are properly licensed and insured and adhere to all rules and responsibilities as outlined in the bid documents.

**SUBSTITUTIONS AND EQUIVALENTS:**

SERVICES: Any materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

No substitution will be considered unless written request for approval has been submitted by the Contractor and has been received by the College Representative prior to beginning work.

Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included.

It shall be the responsibility of the Contractor to include in his request all changes required to the work if the proposed substitute is used. Approval, if granted, is given contingent upon Contractor being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved.

If the College approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

MATERIALS: Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications for material purchase are for the purpose of describing and establishing general quality

levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item.

Vendor must state the brand/model he or she is bidding on each item. It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, drawings, descriptive literature, and specifications necessary to determine equivalency. Failure to do so will eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

If a vendor wishes to submit an alternate bid in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed cover sheet must be submitted with the alternate. *\*Applicable if materials are being purchased in addition to the services requested in the bid.*

**END OF SECTION IV**

## V. GENERAL CONDITIONS

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

### 1.01 SCOPE

Provide the materials, labor, equipment and supervision necessary for the packing, crating and relocation of furniture and equipment to the areas stated in these specifications and on the bid form.

Bidder is to include in his price all work described in these documents.

Bid Evaluation: Determination of the Low Bidder shall be on the basis of bid amount and all required documents shall be enclosed at the time of the bid opening.

All work is to commence on Tuesday, December 13<sup>th</sup> and is to be completed by Friday, December 16<sup>th</sup>.

### 1.02 MANDATORY SITE INVESTIGATION

It is recommended that prospective bidders visit the site to make measurements, review existing conditions for a thorough understanding of the project per these specifications and attached equipment list. Opportunity for the site visit and inspection is provided in **Section III "INSTRUCTIONS & REQUIREMENTS FOR BIDDERS.**

### 1.03 REVIEW OF DOCUMENTS

The Bidder shall carefully study and review all requirements and specifications and shall at once report to the College Representative errors, inconsistencies or omissions discovered.

### 1.04 PROJECT MEETINGS

If called by the College Representative, a Pre-Service Conference between the Contractor, his on-site representative and the College Representative will be held in order to clarify and direct College policy and specific items of concern as pertain to the Contract. Progress meetings will be scheduled at the discretion of the College Representative.

### 1.05 COORDINATION

Coordinate service schedule with the College Representative so as not to interfere with the ongoing operation of the College. If for any reason, shut down of utilities is required on this project, it is imperative that the College Representative be consulted.

### 1.06 TRAFFIC CONTROL

Coordinate the schedule of moving vehicles which will interfere with normal traffic areas. When loading/unloading equipment/furniture at the street curb, Bidder to provide sufficient properly attired

and equipped flagmen to safely control and maintain the flow of traffic. It is the policy of the Delgado Community College to provide full access to all disabled individuals in all areas possible. Because of this commitment, contractors, vendors or servicing agencies are cautioned to insure that their staff is made aware of this commitment. When parking on the campus of this College, it shall be the responsibility of the contractor, vendor or servicing agency to insure that no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Vendor shall assume the responsibility for the safe transit of all disabled persons.

1.07 PROTECTION

Protect adjacent buildings and building elements from damage during move. Protect the site, including trees, shrubs, vegetation, and lawn areas; where damage does occur, restore to original condition replacing damaged vegetation and lawn with equal size and species.

1.08 SAFETY

Provide sufficient signs continuous barricades to identify the work site and restrict entry. Where necessary, equip barricades with warning lights for night use. Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. Erect and maintain temporary enclosures and barriers to prevent unauthorized access to the site.

1.09 TEMPORARY UTILITIES

The Contractor may use reasonable amounts of the utility services available to the site at no charge from the-College. The College will not provide utility service beyond that existing.

1.10 TEMPORARY SANITARY FACILITIES

Existing facilities in the building may be used by vendor personnel during work on this project.

## **VI. INSURANCE REQUIREMENTS FOR VENDORS**

The Contractor/Vendor shall purchase and maintain for the duration of the contract/work 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/Vendor, 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 Compensations law of the State of Louisiana. Employers Liability is included with a minimum limit of \$500,000 per accident/per disaster/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 and the Employers Liability increased to a minimum of \$1,000,000.

#### **2. Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general 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 occurrence 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/Vendor 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. General Liability and Automobile Liability Coverage's

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the contractor/vendor. ISO Form CG 20 10 (current form approved for use on Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection to the Agency.
- b. The Contractor's/Vendor's insurance shall be primary as respects to the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. The Contractor's/Vendor's insurance shall apply separately to each insured against whom claim is made or suit brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

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. Coverage/Vendor shall not be cancelled, suspended, or violated by either party (the Contractor/Vendor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given 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/Vendor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor/Vendor from the obligations of the insurance requirements or the 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/Vendor 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**

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 compensations only.

If at any time an insurer issuing any such policy does not meet the minimum A.M Best rating, the Contractor/Vendor shall obtain a policy with an insurer that meets the A.M Best rating and shall submit another Certificate of Insurance as required in the contract.

**E. VERIFICATION OF COVERAGE**

Contractor/Vendor 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 thereafter.

In addition to the Certificates, Contractor/Vendor shall submit the declarations page and cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor/Vendor 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 Contractor/Vendor to purchase and/or maintain any required insurance shall not relieve the Contractor/Vendor from any liability or indemnification under the contract.

**F. SUBCONTRACTORS**

Contractor/Vendor shall include all subcontractors and 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 the Contractor/Vendor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor/Vendor, its owners, agents and employees will have no cause of action against, and it will not assert a claim against the State of Louisiana, its departments, agencies, agents and 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 the Contractor/Vendor, its owners, agents and employees. The parties further agree that the Contractor/Vendor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor/Vendor 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**

Contractor/Vendor 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 the Contractor/Vendor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor/Vendor 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.

Contractor/Vendor 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.

*END OF SECTION VI*

## VII. SPECIFICATIONS

Delgado Community College is in the process of closing the College's Slidell Campus. All furniture and equipment is to be boxed up or crated and relocated to two different Campus locations in New Orleans, La. with a final stop at the Louisiana Property Assistance Agency located In Baton Rouge, La. Once the equipment arrives at both the City Park Campus and West Bank Campus destinations, the Bidder will be responsible for offloading and placing the equipment in various buildings in offices/areas across campus. The final destination at LPAA will be to a single standard location. The time frame for completion will be a very short window. This move must take place between Tuesday December 13<sup>th</sup> 2016 and Friday, December 16<sup>th</sup>, 2016

Origin: Delgado Community College  
Slidell Campus  
316 & 320 Howze Beach Road  
Slidell, LA 70461

Destination A: Delgado Community College  
West Bank Campus  
2600 General Meyer Ave  
New Orleans, LA 70114

Destination B: Delgado Community College  
City Park Campus  
615 City Park Ave  
New Orleans, LA 70119

Destination C: Louisiana Property Assistance Agency  
1059 Brickyard Lane  
Baton Rouge, LA 70802

Delgado Community College is responsible for the following prior to the company coming onsite:

- Electronic equipment will be disconnected from their power sources.
- Any wall or ceiling mounted equipment will be taken down.
- All items will be color coded and provided with stickers indicating their destination and location at that destination.

Bidders should be aware that there are no standard receiving docks at either the City Park or the West Bank Campus'.

**LIST OF EQUIPMENT (see attached list of equipment)**

**LIST OF EQUIPMENT**

| <u>Origin</u>                        | <u>Items</u>   | <u>Destination</u>                           | <u>Inst. Name</u> | <u>DIV</u> |
|--------------------------------------|--|--|-------------------|------------|
| <b>SLIDELL CAMPUS</b>                |  | <b>CITY PARK CAMPUS</b>                      |                   |            |
| Room 101                             | 26 Computer Tables                                       | CP Bldg. 2 Room 213                          | P Denette         | S & M      |
| Room 101                             | 27 Dell 990 Computers                                    | CP Bldg. 2 Room 213                          | P Denette         | S & M      |
| Room 101                             | 24 Green Rolling Chairs                                  | CP Bldg. 2 Room 213                          | P Denette         | S & M      |
| Room 105                             | Projection Screen  | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Room 106                             | Projection Screen/Overhead Projector/Laptop&Speaker Cart | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Room 107                             | Projection Screen/Overhead Projector/Laptop&Speaker Cart | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Room 108                             | Projection Screen  | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Room 112                             | Projection Screen/Overhead Projector/Laptop&Speaker Cart | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Tam Office                           | L - Shaped Desk w/ Chair                                 | CP - Student Service Bldg. by Lillies office | P Denette         | S & M      |
| Faculty Lounge                       | Refrigerator   | CP Bldg. 2 Conference Room                   | P Denette         | S & M      |
| Room 201                             | Projection Screen/Overhead Projector/Laptop&Speaker Cart | City Park Bldg. 1 Biology Labs               | P Denette         | S & M      |
| Room 202                             | Projection Screen/Overhead Projector/Laptop&Speaker Cart | City Park Bldg. 1 Biology Labs               | P Denette         | S & M      |
| Room 203                             | 3 Bookshelves  | CP Bldg. 1 & 2 Denette's Office              | P Denette         | S & M      |
| Room 203                             | 3 Glass Whiteboard                                       | CP Bldg. 1 Room 101W, 103W, 107E             | P Denette         | S & M      |
| Room 206                             | Projection Screen  | CP Bldg. 1 Biology Labs                      | P Denette         | S & M      |
| Room 105                             | 10 Lab Tables w/chairs                                   | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 105                             | Refrigerator   | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 109                             | 10 Lab Tables w/chairs                                   | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | 10 Lab Tables w/stools                                   | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | Lab Instructor Station w/chair                           | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | LG Flat Screen TV w/chart                                | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | 2 Black Storage Cabinets                                 | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | 1 Solid Wood Cabinet w/glass                             | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | 1 Solid Wood Cabinet                                     | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | 1 Wood Book Shelf  | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 205                             | Refrigerator   | CP Bldg. 1 Biology Lab                       | P Denette         | S & M      |
| Room 203 / Bldg. 1                   | 2 Rolling White Boards                                   | CP Bldg. 2 Room 221                          | P Denette         | S & M      |
| Room 111                             | 26 Green Student Desk                                    | CP Bldg. 2 Room 221                          | D Williams        | S & M      |
| Room 112                             | 14 Green Student Desk                                    | CP Bldg. 2 Room 221                          | D Williams        | S & M      |
| Room 113                             | 16 Testing Desk  | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Room 113                             | 16 Grey Rolling Chairs                                   | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Room 113                             | 16 Desktop Computers                                     | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Testing Room                         | 9 Desktop Computer                                       | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Testing Room                         | 7 Grey Rolling Chairs                                    | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Bursar Office                        | 2 Bookshelves  | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Answer Center                        | 2 Bookshelves  | CP Bldg. 2 2nd Floor East Side Open Area     | D Williams        | S & M      |
| Office B Annex                       | 1 Faculty Desk w/ Chair                                  | CP Bldg. 2 Room 203A                         | R Duplessis       | S & M      |
| Office E Annex                       | 4 Wood Grain Faculty Desks w/chairs                      | CP Bldg. 1 Various S&M Faculty Offices       | R Duplessis       | S & M      |
| Room 201                             | 31 Black Student Desks                                   | CP Bldg. 2 Room 221                          | R Duplessis       | S & M      |
| Faculty Office 2                     | 4 Bookshelves  | CP Bldg. 1 and Bldg. 2                       | R Duplessis       | S & M      |
| Advisors Hallway                     | 2 Bookshelves  | CP Bldg. 1 Room 113W                         | P Conroy          | B & T      |
| Advisors Hallway                     | 1 Desktop Computers                                      | CP Bldg. 1 Room 113W                         | P Conroy          | B & T      |
| Annex Office B                       | 1 Wood Grain Faculty Desk                                | CP Bldg. 1 Faculty Office 29                 | D Fauchaux        | B & T      |
| Annex Office B                       | 1 Highback Office Chair                                  | CP Bldg. 1 Faculty Office 29                 | D Fauchaux        | B & T      |
| Annex Office B                       | File Cabinet   | CP Bldg. 1 Faculty Office 29                 | D Fauchaux        | B & T      |
| Annex Office B                       | 1 Avaya Phone  | CP Bldg. 1 Faculty Office 29                 | D Fauchaux        | B & T      |
| Office B                             | 1 Cherrywood Faculty Desk                                | CP Bldg. 1 Faculty Office Room 116W4         | J Guess           | B & T      |
| Office B                             | 1 Highback Office Chair                                  | CP Bldg. 1 Faculty Office Room 116W4         | J Guess           | B & T      |
| Office B                             | File Cabinet   | CP Bldg. 1 Faculty Office Room 116W4         | J Guess           | B & T      |
| Office B                             | 1 Avaya Phone  | CP Bldg. 1 Faculty Office Room 116W4         | J Guess           | B & T      |
| Faculty Lounge                       | Scantron Machine   | CP Bldg. 1 Room 113W3                        | W. Punecky        | B & T      |
| Annex Storage Room                   | 1 Lateral File Cabinet                                   | Human Resources, CP Bldg 37                  | C Major           | Admin      |
| g. 1 Lobby (Black) Advisor Hall (Pla | 2 Magazine Racks   | Human Resources, CP Bldg 37                  | C Major           | Admin      |

|                         |  |                             |            |       |
|-------------------------|--|-----------------------------|------------|-------|
| Bldg. 1 Lobby           | 2 Kiosk w/ computers                                     | Human Resources, CP Bldg 37 | C Major    | Admin |
| Room 203                | 1 Whiteboard   | Human Resources, CP Bldg 37 | C Major    | Admin |
| 201                     | 1 Whiteboard   | Human Resources, CP Bldg 37 | C Major    | Admin |
| Faculty Office 1        | 6 Wood Grain Faculty Desk w/ chairs                      | CP Bldg. 4 Hallway          | H Gaspard  | AH    |
| Answer Center           | 2 L-Shaped Desks w/return/chairs                         | CP Bldg. 4 Room 317         | H Gaspard  | AH    |
| Stephanie Davis Office  | L-shaped Desk w/return/chair                             | CP Bldg. 4 Room 317         | H Gaspard  | AH    |
| Library                 | 16 Single Sided Book Cases                               | Digital Fab Lab             | S Provenza | MS    |
| Library                 | 5 Double Sided Book Cases                                | Digital Fab Lab             | S Provenza | MS    |
| Library                 | 4 Solid Wood Resource Tables w/chairs                    | CP DLIT - Library           | J Samuel   | MS    |
| Bldg. 1 Lobby           | 3 Drawer File Cabinet                                    | CP Admin Bldg. 37           | L Sampson  | V.C.  |
| Bldg. 1 Lobby           | 2 Drawer File Cabinet                                    | CP Admin Bldg. 37           | L Sampson  | V.C.  |
| Bldg. 1 Lobby           | HP M551 Color Printer                                    | CP Admin Bldg. 37           | L Sampson  | V.C.  |
| Bldg. 1 Lobby           | End Table  | CP Admin Bldg. 37           | L Sampson  | V.C.  |
| Bldg. 1 Lobby           | 120 Day Planner White Board                              | CP Admin Bldg. 37           | L Sampson  | V.C.  |
| Room 204                | 28 Cherry Computer Desk w/ moving screens                | CP Bldg. 1                  | E Cosper   | CO    |
| Room 204                | 29 Dell 990 Computer Desktops                            | CP Bldg. 1                  | E Cosper   | CO    |
| Room 204                | Cherry Instructor Podium w/Desktop Computer              | CP Bldg. 1                  | E Cosper   | CO    |
| Room 101                | AV Cart w/speaker  | CP Bldg. 1 300W1            | E. Sanders | A&H   |
| Room 102                | Podium   | CP Bldg. 1 300W1            | E. Sanders | A&H   |
| Room 203                | 14 Grey Plastic Rolling Chairs                           | CP Bldg. 1 300W1            | E. Sanders | A&H   |
| Advisor Hallway         | Blue Lockers   | CP Bldg. 1 300W1            | E. Sanders | A&H   |
| Room 103                | 1 Single Desk  | CP Bldg. 1 120E             | P. Moore   | A&H   |
| Bldg. 1 Lobby           | 2 Kiosk w/Computer                                       | CP Bldg. 1 11912            | S. Wyllie  | A&H   |
| Bldg. 1 Lobby           | Handicap Style Desk                                      | CP Bldg. 1 11912            | S. Wyllie  | A&H   |
| Advisor Hallway         | Blue Lockers   | CP Bldg. 1 11912            | S. Wyllie  | A&H   |
| Room 201                | 2 Whiteboards  | CP Bldg. 1 11912            | S. Wyllie  | A&H   |
| Bldg. 1 Hallway         | 2 Bulletin Boards  | CP Bldg. 1 11912            | P. Moore   | A&H   |
| <b>WEST BANK CAMPUS</b> |  |                             |            |       |
| Room 204                | Projection Screen/Overhead Projector/Laptop&Speaker Cart | Westbank Bldg. 2            | T Russell  | S & M |
| Room 102                | 2 Skinny White Tables (1 more if found)                  | Westbank Bldg. 1 Room 118   | M Ciolmo   | S & M |
| Room 102                | 6 Padded Green Stacking Chairs                           | Westbank Bldg. 1 Room 118   | M Ciolmo   | S & M |
| Faculty Office 1        | 3 Bookcases  | Westbank Bldg. 1 Room 118   | M Ciolmo   | S & M |
| Faculty Lounge          | 2 Large File Cabinets                                    | Westbank Bldg. 1 Room 118   | M Ciolmo   | S & M |
| Faculty Lounge          | 3 Computer Tables  | Westbank Bldg. 1 Room 118   | M Ciolmo   | S & M |
| Faculty Lounge          | HP 4015 Laser Jet Printer                                | Westbank Bldg. 1 Room 127   | D Frickey  | S & M |
| Room 102                | 12 Green Tables  | Westbank Bldg. 1 Room 300W1 | E Sanders  | A & H |
| Room 102                | 24 Green Stacking Chairs                                 | Westbank Bldg. 1 Room 300W1 | E Sanders  | A & H |
| Room 107                | 10 Tables  | Westbank Bldg. 2 Room 111   | E Sanders  | A & H |
| Room 107                | 30 Green Stacking Chairs                                 | Westbank Bldg. 2 Room 111   | E Sanders  | A & H |
| Patio Area              | 8 Concrete Picnic Tables and Benches                     |                             |            |       |

## ATTACHMENT A: INDEMNIFICATION AGREEMENT

\_\_\_\_\_ **{Contractor/Vendor/Lessee}** 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, demands, expense 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/Vendor/Lessee}** its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by \_\_\_\_\_ **{Contractor/Vendor/Lessee}** as a result of any claims, demands, suits and/or causes of action except those claims, demands, suits and/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.

\_\_\_\_\_ **{Contractors/Vendor/Lessee}** 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, suites, or causes of action are groundless, false or fraudulent.

Accepted By:

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

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

Is certificate of insurance attached? \_\_\_\_\_ YES \_\_\_\_\_ NO

**\*\*This form must be completed and submitted with your bid**

**ATTACHMENT B: JOBSITE VISIT CERTIFICATION FORM**

**Furniture and Equipment Relocation**

This signed statement certifies that the Vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for the project.

|                                 |   |
|---------------------------------|---|
| _____                           | _____   |
| Bidder's Name (Printed)         | Gary Dominique / Laura Sampson<br>College Representatives |
| _____                           | _____   |
| Bidder's Signature              | College Representative's Signature                        |
| _____                           |   |
| Bidder's Company Name (Printed) |   |

Note: This certification must be signed by a full time employee of the Vendor and the College representative (indicated above) and be submitted with the bid proposal.

A signed letter from the College representative (stating that the Vendor has visited the job site) may be substituted for the above and must be submitted with the proposal.

**Failure to submit one of the above with the bid proposal shall cause your bid to be disqualified. Site visit to be November 14<sup>th</sup>, 2016 at 10:00 a.m. at the jobsite: Delgado Community College, Slidell Campus, 320 Howze Beach Road, Slidell, LA 70461. Contact Laura Sampson at (504) 671-6601 or Gary Dominique (504) 915-6956 for exact meeting location.**

Delgado College Representative:

Gary Dominique  
Phone: (504) 915-6956

Laura Sampson  
Phone: (504) 671-6601

***\*Form must be completed and submitted with the bid***

**END OF BID DOCUMENTS**