

**INVITATION TO BID No.  
ALEX 18002  
Electrical Can Signs**

ISSUING AGENCY: Central Louisiana Technical Community College  
4311 South MacArthur Drive  
Alexandria, LA 71302  
Attention: Amanda Deshotel

CHIEF PROCUREMENT OFFICER:	Amanda Deshotel Email: <a href="mailto:amandadeshotel@cltcc.edu">amandadeshotel@cltcc.edu</a> Office: (318) 876-2401 extension 6106	

ITB RELEASE DATE:	October 25, 2017	
MAIL OR EMAIL BIDS TO:	CLTCC Attention: Amanda Deshotel PO Box 307 508 Choupique Lane Cottonport, LA 71327 <a href="mailto:amandadeshotel@cltcc.edu">amandadeshotel@cltcc.edu</a>	

DEADLINE FOR BID: 3:00 PM, Wednesday, November 15, 2017

BID OPENING DATE: Wednesday, November 16, 2017

BID OPENING TIME: 11:00 AM Central Time

BID OPENING LOCATION: Central Louisiana Technical Community College  
Alexandria Campus  
4311 South MacArthur Drive  
Alexandria, LA 71302

**UNSIGNED OR LATE PROPOSALS WILL BE REJECTED**

## DEFINITIONS & INSTRUCTIONS TO BIDDERS

### PURPOSE

This Invitation to Bid (ITB) sets forth the requirements and specifications of Central Louisiana Technical Community College. The contents of this ITB and the Bidder/Vendor/Contractor's bid response shall become contractual obligations if a contract ensues. The bid and any resulting contract shall be governed under the laws of the State of Louisiana.

Issuance of this Invitation to Bid does not ensure that CLTCC will make an award.

### GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana Purchasing Rules and Regulations, and Louisiana Revised Statutes 39:1551-1738. In accordance with L.S.A.-R.S. 39:1594 purchases where the estimated cost is greater than \$25,000 all solicitations must be advertised on the State Purchasing website, <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

### BID RESPONSE FORM

All bids shall include the bid response forms provided in the ITB. The bid response form for signature must be properly signed in ink by an officer of the bidding entity authorized to sign the bid. Bid prices MUST be either typewritten or printed in ink (no pencil). Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid. The F.O.B. point shall be the College unless specified otherwise in the solicitation.

### CORRECTION OF MISTAKES

Any erasure, strike – through, correction or other change(s) in the bid MUST be initialed by the Bidder. Failure to do so may result in rejection of the bid without further consideration.

### NUMBER OF COPIES

THE ENTIRE ITB SHALL NOT BE REQUIRED TO BE RETURNED WITH THE BID RESPONSE. Bidders must submit one (1) originally signed bid response form with any required information. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

### REJECTION OF BIDS

The College reserves the right to reject any and all bids, and to waive any informality. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial or informal bids shall be rejected.

### SEALED BID

The entire bid shall be sealed. All bids must be submitted in a sealed bid envelope with the bid number and opening date listed on the envelope. The name and address of the Bidder MUST appear on the outside of the bid envelope. In the event the bid contains bulky subject material, the special bid envelope or other form identifying the solicitation should be firmly affixed to the mailing envelope or container.

## **BIDS BINDING**

All formal bids shall be binding for a minimum of ninety (90) calendar days and shall not be withdrawn after the specified return date.

## **BID CONFIDENTIALITY**

In accordance with the provisions of L.S.A-R.S. 44:1 all proposals shall become a matter of public record. Any information considered confidential shall not be included in the proposal response. Except as otherwise permitted under the contract, the College will use at least the same standard of care to maintain the confidentiality of the Proposer's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information.

## **BID DUE DATE**

Bidders shall be responsible for the timely delivery of the bid by the ITB return deadline. Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bid response may be withdrawn by the Bidder upon written or fax request **PRIOR TO** the designated time for return of bids. Withdrawal notification must be by signature and received by the CLTCC Purchasing Department prior to the designated deadline for return of bids.

## **DELIVERY OF BIDS**

Each bid response shall be time recorded by Purchasing Department personnel upon its delivery. The Bidder, or the Bidder's agent, may hand deliver the bid to the CLTCC Purchasing Department, or the Bidder may cause the bid to be delivered by an express carrier. Responsibility for ensuring that a receipt of delivery for their proposal remains with the bidder. The Bidder may elect to mail the bid by registered or certified mail return receipt requested.

**The address for delivery of bids is:** Central Louisiana Technical Community College  
P. O. Box 307  
508 Choupique  
Cottonport, LA 71327  
Attention: Amanda Deshotel

## **BIDDER INQUIRIES**

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Chief Procurement Officer in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Inquiries concerning the administrative requirements of the ITB shall be submitted in writing and may be faxed to the Purchasing Department at 318-876-2634. Bidders may submit inquiries via email to the Chief Procurement Officer at: [amandadeshotel@cltcc.edu](mailto:amandadeshotel@cltcc.edu). Bidders shall not construe any verbal conversations as binding.

Inquiries concerning the performance requirements of the ITB shall be submitted in writing and may be faxed to the Chief Procurement Officer. Bidders may submit inquiries via email to the Chief Procurement Officer at: [amandadeshotel@cltcc.edu](mailto:amandadeshotel@cltcc.edu). Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents, or to all in attendance at the mandatory pre-bid meeting if inquiries are after that date.

## **AVAILABILITY OF FUNDS**

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The

College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

#### **BID COST INCURRED**

This solicitation does not commit the College to award a contract and the College shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

#### **QUALIFICATION OF BIDDER**

The College reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the services to bid. The Bidder shall provide all information and data for this purpose as the College may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

#### **SPECIFICATIONS**

Whenever specifications indicate a specific brand, make or manufacturer, such specifications are used to denote the quality standard of product desired and DO NOT restrict the Bidder to the specific brand, make or manufacturer named. They are used only to set forth and convey to the Bidder, the general style, type, character and quality of product desired. Equivalent products shall be acceptable if requested by the Bidder no later than the bid inquiry deadline and written approval has been granted for the alternative(s) from the Chief Procurement Officer prior to bid opening.

#### **TAXES**

The Bidder shall include in the bid price all federal, state and local taxes of all kinds applicable to the performance of the contract. The College is currently exempt from State Sales and Use Tax and from city, parish and state sales and use taxes.

#### **BID AWARD**

The contract, if an award is made, will be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.

The lowest responsible and responsive Bidder will be determined by the BID PRICE TOTAL and any additives selected by the College at time of bid award. The Bidder should be relatively competitive in relation to other Bidder prices for Additional Clean-up, Additional Stripping and Waxing service, etc.

Bids may be awarded by individual campuses and not as one award. Chancellor of CLTCC will determine how awards will be handled.

**Combined Recommended Language for Invitations to Bid (ITB)  
Veteran-Owned and Service-Connected Disabled Veteran-Owned (Veteran Initiative) and  
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Program**

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp). Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. (*Agencies should indicate their specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.*)

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at

<http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors. If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: \_\_\_\_\_

# CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

ALEXANDRIA \* FERRIDAY \* HUEY P LONG \* LAMAR SALTER \* OAKDALE \* WARD H NASH AVOYELLES \*Natchitoches\* Sabine\*Jena

4311 South MacArthur Drive  
Alexandria, LA 71302  
Phone: 318-487-5443 Fax: 318-487-5970

## INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS, CONDITIONS, AND SPECIFICATIONS.
2. ONLY BID ON ITEMS YOU CAN PROVIDE BY REQUESTED DELIVERY DATE.
3. ONLY BID ON DELIVERY LOCATIONS YOU CAN SERVICE.
4. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY BIDDER.
5. THIS BID IS TO BE MANUALLY SIGNED IN INK.
6. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS WILL BE REJECTED. PAYMENT SHALL BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
7. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER.
8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S.:391551-1738; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS, STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
9. 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.
10. THE SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE COMMODITIES HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED
11. THE PURCHASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR FORMS IS NOT ALLOWED.
12. WARRANTY INFORMATION FOR ALL PRODUCTS MUST BE SUPPLIED WITH BID PROPOSAL.
13. THE LISTED QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, NORTHWEST LOUISIANA TECHNICAL COLLEGE
14. RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT AT THE UNIT PRICES STATED IN THE BID.
15. ALL APPLICABLE MSDS MUST BE PROVIDED WITH BID PROPOSAL
16. CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE RESERVES THE RIGHT TO PURCHASE THE ITEMS AT THE SAME PRICES, TERMS & CONDITIONS SHOWN FOR A PERIOD OF ONE YEAR FROM THE DATE OF ORIGINAL PURCHASE ORDER.
17. ALL BID PAGES MUST BE RETURNED WITH BID AND INITIALED WHERE INDICATED.
18. BID DELIVERY INSTRUCTIONS: ITB TO BE RETURNED ON OR BEFORE WEDNESDAY, NOVEMBER 15,2017.
19. BID SHALL BE MAILED THROUGH THE U.S. POSTAL SERVICE OR DELIVERED BY HAND COURIER SERVICE TO OUR PHYSICAL ADDRESS AS FOLLOWS:  
CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
ATTN: AMANDA DESHOTEL  
508 CHOUPIQUE LANE, PO BOX 307  
COTTONPORT, LA 71327

**BID NUMBER MUST BE CLEARLY PRINTED ON OUTSIDE OF ENVELOPE ALONG WITH BIDDERS COMPANY NAME AND ADDRESS.**

Central Louisiana Technical Community College is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE**  
Alexandria \* Ferriday \* Huey P Long \* Lamar Salter \* Oakdale \* Ward H Nash Avoyelles \* Natchitoches \* Sabine \*Jena

4311 South MacArthur Drive  
Alexandria, LA 71302  
Phone: 318-487-5443 Fax: 318-487-5970

**STANDARD TERMS AND CONDITIONS**

**1. BID FORMS.**

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 19). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

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

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

**2. 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.

**3. DESCRIPTIVE INFORMATION.**

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

**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 WITHING 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

**5. AWARDS.**

CENTRAL LOUISIANA 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 INFORMALITY.

**6. PRICES.**

UNLESS OTHERWISE SPECIFIED BY CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM OR ACCEPTANCE FOR A MINIMUM OF 60 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.

**7. DELIVERIES.**

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

**8. TAXES.**

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

**9. 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.

**10. CONTRACT RENEWALS.**

UPON AGREEMENT OF CENTRAL LOUISIANA 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.



**11. CONTRACT CANCELLATION.**

CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH THE PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING:

- A. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT;
- B. FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION;
- C. MISREPRESENTATION BY THE CONTRACTOR;
- D. FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE;
- E. CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.

**12. DEFAULT OF CONTRACTOR.**

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

**13. 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.

**14. APPLICABLE LAW.**

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

**15. COMPLIANCE WITH CIVIL RIGHTS LAWS.**

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

**16. SPECIAL ACCOMMODATION.**

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

**17. INDEMNITY.**

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

**18. SIGNATURE AUTHORITY.**

IN ACCORDANCE WITH L.R.S. 39:1594 (cX4), REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOUR MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

- A. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED ON THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
- B. THE SIGNER OF THE BID IS A REPRESENTIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY THE CORPORATE RESOLUTION OR CERTIFICATION AS TO CORPORATE PRINCIPAL. IF THIS APPLIES A COPY OF THE RESOLUTION OR CERTIFICATION MUST BE ATTACHED HERETO.
- C. OTHER DOCUMENTS INDICATING AUTHORITY, WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY

**COMPENSATION INSURANCE, PUBLIC LIABILITY AND PROPERTY  
DAMAGE INSURANCE, AS OUTLINED BELOW ARE REQUIRED IN THIS  
BID**

**CONTRACTOR' S LIABILITY INSURANCE:**

Proof of insurance should be supplied with this Quotation and will be required before work can commence.

Insurance coverage specified below shall be furnished with the following minimum limits:

**Compensation Insurance:**

**The Contractor and Subcontractors shall take and maintain during the life of the contract Workman's Compensation Insurance for all of their employees employed at the site of the project. In case of any class of employees engaged in hazardous work under the Workman's Compensation Status, the Contractor and Subcontractor shall provide Employer's Liability Insurance for the protection of their employees not otherwise protected.**

**Public Liability and Property Damage Insurance:**

**Comprehensive Public General Liability Insurance, including but not limited to bodily injury, property damage, contractual liability, products liability, completed operations and owner's protective liability with minimum combined single limits \$2,000,000.**

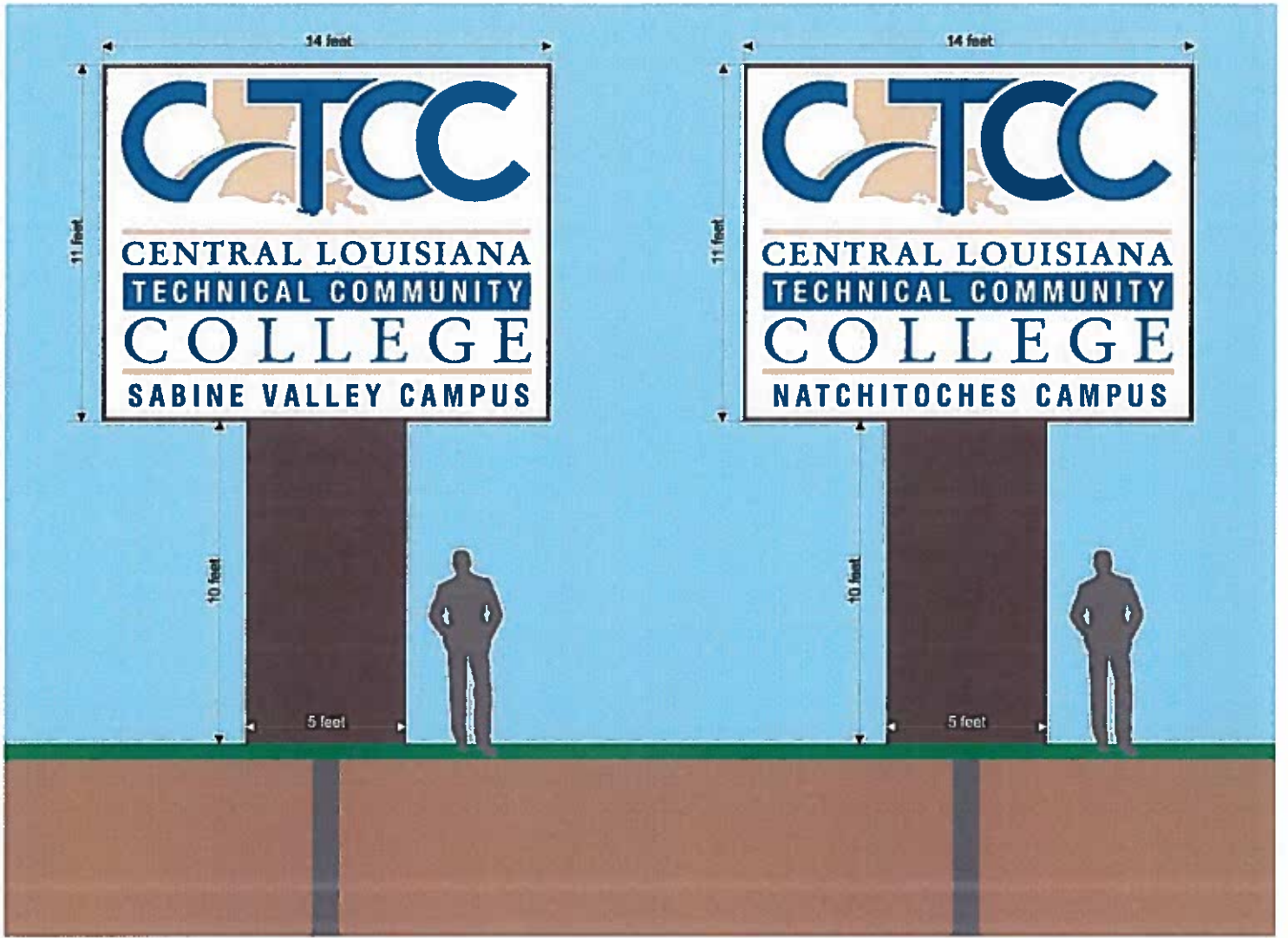
**Licensed and Non-Licensed Motor Vehicles:**

**The Contractor shall take out and maintain during the life of the contract, Automobile Public Liability Insurance in an amount not less than combined single limits of \$500,000 per occurrence for bodily injury/property damage. If any non-licensed motor vehicles are engaged in operations within the terms of the contract on the site of the work to perform thereunder, such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of the contract on the site of the work to be performed thereunder, unless such coverage is included in the insurance specified.**

## **CLTCC Natchitoches & Sabine Campus**

### **Electrical Can Sign Specifications**

- Electrical Can Sign - 132" x 168" x 24"
- Digitally Printed Flexible Faces Coated with UV Laminate
- Full Metal, Double-Sided Frame; Standard Polyurethane Paint
- Service Access Doors
- DHO Fluorescent Illumination
- Disconnect Switch
- UL Approved
- 60" x 120" Pole Wrap; Full Metal Frame; Std Polyurethane Paint
- Tying into existing electrical
- Remove existing sign/structure & dispose of contents
- Installation (Includes Concrete Footing, Labor, Haul Away of Old Signs)



<b>NOTICE TO VENDORS</b> THIS IS NOT AN ORDER IT IS A REQUEST FOR QUOTES.	<b>STATE OF LOUISIANA          REQUEST FOR QUOTATION</b>	<b>DATE</b> 10/23/2017	Date and time by which quotation must be returned. <b>Wednesday, November 15, 2017          3:00 P.M.</b>
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NAME AND ADDRESS OF VENDOR (FIRM OR INDIVIDUAL)	<b>TO THE VENDOR:</b> Return on or before date specified above to: <b>MAIL SEALED BIDS TO:</b> <b>CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE</b> <b>Attention: Amanda Deshotel</b> <b>PO Box 307, 508 Choupique Lane</b> <b>Cottonport, LA 71327</b>
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REQUISITION #	BID TYPE: Mail	ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY	UNIT PRICE	TOTAL AMOUNT	REMARKS BY VENDOR
		1		EA	Electrical can sign Natchitoches Campus 6587 Hwy 7 Bypass, Natchitoches, LA			
		2		EA	Electrical can sign Sabine Valley Campus 1255 Fisher Road, Many, LA			

1) The Contractor agrees to defend any claim or action or take other appropriate measures to indemnify and hold harmless, the State, against all claims and/or actions for bodily, death, or property damages caused by the fault of the (Vendor) Contractor, its officers, agents, and employees. The Contractor is obligated to indemnify only to the extent of the fault of the Contractor, its officers, agents, and employees. The Contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death, or property damages arising out of the fault of the State. The State is understood to mean, its officers, its agents, and its employees. 2) Any costs associated with parts, supplies, or equipment not specified as being provided by the CLTCC in the bid specifications are the sole responsibility of the vendor. 3) The terms and conditions of this contract shall be in accordance with the specifications and insurance requirements. Proof of insurance is required as per state law upon award of bid and prior to commencement of work. 4) All labor, materials, and services must conform to local, state, and federal laws and regulations. 5) Brand names and part numbers referenced are for descriptive purposes only. Any equivalent quote must meet or exceed specifications listed above and must be accompanied by complete descriptive literature. 6) It is the intent of CLTCC Alexandria Campus to award this contract on an "all or none" or grouped basis as deemed in the best interest of the school or State of Louisiana. CLTCC Alexandria Campus reserves the right to reject any or all items and to waive informalities. 7) Sub-contracting by the lowest bidder of any portion that is specified and awarded to that vendor is not permitted. Any and all services must be provided by the actual vendor submitting the bid and receiving the award. 8) Any environmental hazards must be handled in accordance with all state and federal laws and regulations. 9) By signing this document, vendor accepts all the terms and requirements as stipulated. 10) CLTCC Alexandria Campus is tax exempt.

<b>TO THE VENDOR:</b>	<b>DATE DELIVERY REQUIRED:</b>  TRANSPORTATION CHARGES MUST BE INCLUDED IN PRICES QUOTED ABOVE PREPAID TO: CLTCC Alexandria Campus 4311 S MacArthur Dr, Alexandria, LA 71302	<b>THIS QUOTATION IS SUBMITTED BY:</b>  NAME OF VENDOR _____  <b>SIGNATURE</b> _____  TITLE _____  <b>DATE SUBMITTED</b> _____
CLTCC- Alexandria Campus reserves the right to reject reject any and/or all bids.	<b>THE TERMS ARE: NET 30</b>  Contact: Amanda Deshotel, (318) 876-2401 (Ext. 6106), (318) 876-2634 (FAX), or <a href="mailto:amandadeshotel@cltcc.edu">amandadeshotel@cltcc.edu</a>	