

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

INVITATION TO BID
TO
PROVIDE
EQUIPMENT MAINTENANCE AND SUPPLIES
FOR XEROX COPIERS
FOR THE CAMPUS CARD OPERATIONS DEPT

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

DIRECTOR OF PURCHASING: Richard Humber

PROCUREMENT SPECIALIST 4: Phyllis Hoover, CPPB
Telephone: (985) 549-5415

REQUISITIONED BY: Pamela Hoover, Campus Card Operations
Telephone: (985) 549-3811

RELEASE DATE: May 26, 2020

DEADLINE FOR FAX INQUIRIES: June 4, 2020 (Fax To: 985-549-3810 / Hoover)

BID OPENING DATE: June 17, 2020

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
North Oak Street Maintenance Complex
Hammond, Louisiana

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at

<http://www.prd1.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>

It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned
Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veterans Affairs or the Louisiana Department of Veterans Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous 3 tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the program are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for your participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed at https://smallbiz.louisianaforward.com/index_2.asp. For additional information regarding certification, please contact the LED at (225) 342-3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffaris.la.gov

The State of Louisiana is committed to the success of this program and encourages your participation.

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 2:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 2:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University
Purchasing Department
SLU 10800
Hammond, LA 70402

Delivery: Southeastern LA University
Purchasing Department
Property Control & Supply Bldg
2400 North Oak St.
Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) **Bid Forms:** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) **Louisiana Preference:** Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.
- 6) **Signature Authority:** In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) **Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) **Payment Terms:** Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) **Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) **Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) **New Products:** Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) **Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) **Contract Cancellation:** The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) **Equal Opportunity:** By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.
- 10) **By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct:** In preparing its response, the bidder or proposer has considered all proposals submitted from qualified potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

A Member of the University of Louisiana System

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO: _____ FAX NUMBER _____

MAILING ADDRESS: _____
ADDRESS CITY STATE ZIP CODE

SCOPE: Provide Equipment Maintenance and Supplies for the period from July 1, 2020 through June 30, 2021 as per the attached specifications and requirements.

If mutually agreeable between the University and the awarded vendor, the contract may be extended for four (4) additional twelve (12) month periods at the same prices, terms and conditions.

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

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of each item offered - F.O.B. University, Hammond, LA.

The bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions to Bidders, General Conditions and Insurance Requirements and Indemnification Agreement shall be a part hereof.

TO THE VENDOR:

The purchase order issued to the successful bidder shall be the only binding document to be issued against the contract. Signing of Vendor's Forms/Agreements is not allowed.

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict, unless otherwise specified, the submission of equivalent products.

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At the option of Southeastern Louisiana University and acceptance by the successful vendor, the contract may be extended for four (4) additional twelve (12) month periods at the same prices, terms and conditions.

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____

Signature (Print or Type Name)
TITLE: _____ DATE: _____

BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of bid without further consideration.

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY STATUTORY MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

If Not A.M. Best Rated - State Type of Insurer:

Agent Company: _____ Telephone No: _____

COMMERCIAL GENERAL LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

AUTOMOBILE LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

Check Insurer's A.M. Best Rating: [] A Level / [] B, C, D, E, F Level

Check Best Financial Size Category Rating: [] VI or Greater; [] V or Less

Agent Company: _____ Telephone No: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
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Full Service Maintenance and Supplies provided per specifications for the following equipment:

Group A.

Xerox WorkCenter 5945APT (excluding paper)	5 machines x _____ cost per month	x 12 months = _____	
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State Copy Allowance (per copier):

Black Copies _____

State Overage Copy Charges (per copier):

Black Copies _____

Group B.

Xerox WorkCenter 7835P (excluding paper)	56 machines x _____ cost per month	x 12 months = _____	
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State Copy Allowance (per copier):

Black Copies _____

Color Copies _____

State Overage Copy Charges (per copier):

Black Copies _____

Color Copies _____

COMMENTS:

NAME OF BIDDER: _____ OFFICER INITIALS: _____

EQUIPMENT MAINTENANCE AND SUPPLIES CAMPUS CARD OPERATIONS

SPECIFICATIONS

- Service technician must provide a five (5) hour average response time and be available on-site within eight (8) business hours of notification, excluding holidays and weekends.
- Service provider must be able to produce quarterly reviews/service analysis reports when requested by Southeastern. Report must include: average response time, up-time percentages, pages between service visits, average monthly page volumes, service history.
- Service provider must be able to provide a corporate web site where Campus Card Operations personnel can place service requests, order supplies, view service request status, view service history, and automatically search global knowledge base for a solution before a service technician is dispatched.
- Service provider must be able to provide continuous equipment training during the entire term of the contract as requested by customer.
- Southeastern shall not be held liable for copy charges arising from the Service Provider's service calls. If equipment cannot be repaired and returned to good working conditions within forty-eight (48) working hours of the request for service, a loaner of similar make and model shall be provided at no additional expense to Southeastern.
- The monthly minimum charge for maintenance should include the monthly copy allowance (MCA). MCA for machines should include copying and network printing. Scan clicks and fax clicks are to be at no cost to the University and are not to be included in the MCA.
- The previous contract for equipment was with Xerox Corporation and Xerox is the current vendor servicing the equipment

Notice to Vendor:

The purchase order issued to the successful bidder shall be the only binding document to be issued against the contract. Signing of Vendor's Forms/Agreements is not allowed.

Prior Year Contract Rates are as follows:

SOUTHEASTERN LOUISIANA UNIVERSITY

Supplies & Maintenance

July 1, 2019 – June 30, 2020

Model		# of Machines	Description	Amount	Amount	# of Months
WC 5945APT	Black/White	5	Base Amount	\$20.00		12
			Supplies/Maintenance		.008	12
WC 7835P		56	Base Amount	\$20.00		12
	Black/White		Supplies/Maintenance		.008	12
	Color		Supplies/Maintenance		.059	12

#	Unit #	Serial #	Location	Installation Date	AVG B/W	AVG COLOR
1	5945APT	A2M625442	NCMB-Adm. Comm. Ctr. Rm. 160 900B W. University Avenue	3/12/2015	1645	0
2	5945APT	A2M629050	Kinesiology Rm. 113A 400 Mane Street (Prior Tennessee Ave.)	3/16/2015	9396	0
3	5945APT	A2M629496	Pottle Hall - Rm. 102 310 Ned McGehee Dr	3/16/2015	9056	0
4	5945APT	A2M629527	NC-A - Controller Rm. 102 900A W. University Avenue	3/12/2015	5614	0
5	5945APT	A2M630174	Human Resources RM 101 900D W. University Avenue	3/12/2015	5483	0
6	W7835P	MX0140536	E. Stadium Rm 124 - 411 Ned McGehee Dr	3/16/2015	376	0
7	W7835P	MX0144909	Document & Mail Center - 1401 303 Union Ave. (Prior Texas Ave.)	6/30/2015	4376	570
8	W7835P	MX0145151	Biology 4th Flr Rm 421 - 808 N. Pine St.	3/5/2015	2325	8
9	W7835P	MX0145641	Facility Planning 2nd Flr lounge-209 Mane St	3/5/2015	851	127
10	W7835P	MX0145755	Campbell Hall RM 107B - 300 Ned McGehee Dr	3/5/2015	4139	0
11	W7835P	MX0145769	Library - Reserve Rm. 106 1211 SGA Drive	3/16/2015	167	12
12	W7835P	MX0145777	Baton Rouge Campus-Rm 202 Lobby - 4849 Essen Lane	3/24/2015	1616	0
13	W7835P	MX0146461	Health Center- 303A Union Ave SU Annex Rm. 1166	3/5/2015	839	97
14	W7835P	MX0146467	Livingston Literacy Center Rm 120 9261 Florida Blvd., Walker	3/24/2015	971	0
15	W7835P	MX0146468	NC-A RM 120 (Scholarships) 900A W. University Avenue	3/19/2015	1118	0
16	W7835P	MX0146469	NCMB-Adm.-Back Rm. 118 900B W. University Avenue	3/12/2015	2343	19
17	W7835P	MX0146470	NCMB Adm. Couns.-Front Rm. 133 900B W. University Avenue	3/12/2015	3978	86
18	W7835P	MX0146488	Physical Plant Rm. PPM2101AHA 2400 N Oak St	3/12/2015	4894	43
19	W7835P	MX0146498	Dyson Hall Rm 131 - 548 Ned McGehee Dr	3/16/2015	2843	84
20	W7835P	MX0146502	Kinesiology Annex-Rm.1011(Nursing) 400 Mane St. (Prior Tennessee Ave)	3/16/2015	4677	0
21	W7835P	MX0146506	TEC - Room 1006G 1st Fl. 1300 N. Gen. Pershing	3/18/2015	1216	0
22	W7835P	MX0146507	Fayard Hall Rm 309 - 1205 N OAK ST	3/18/2015	1370	0
23	W7835P	MX0146509	E. Stadium Rm 116 (Clark Hall) - 811A N PINE ST	3/16/2015	1427	0
24	W7835P	MX0146513	SU Annex - Rm 1301 (Enrollment Mgmt)	3/5/2015	1912	0
25	W7835P	MX0146515	University Housing 1301 SGA Drive	3/16/2015	4667	338
26	W7835P	MX0146517	Biology 3rd Flr 329 - 808 N. Pine St.	3/5/2015	4018	66
27	W7835P	MX0146518	CSIT-Right 3rd Flr -801 N. Oak St.	3/18/2015	7040	42
28	W7835P	MX0146519	E. Stadium Rm 211 - 411 Ned McGehee Dr	3/16/2015	1952	0
29	W7835P	MX0146521	NCMB Rm. 283 900B W. University Avenue	3/12/2015	2031	94
30	W7835P	MX0146529	Garrett Hall Rm 69 - 610 Ned McGehee Dr	3/16/2015	1443	0
31	W7835P	MX0146540	W. Stadium rm. 117B - 800 Galloway Dr	3/18/2015	810	94
32	W7835P	MX0146643	NC-A CCO Rm. 133 900A W. University Avenue	3/12/2015	2171	68
33	W7835P	MX0146645	White Hall - Rm. 206 310 W. Dakota St.	3/16/2015	5900	153
34	W7835P	MX0146649	D Vickers Rm 228 - 1220 SGA DR	3/18/2015	3801	79
35	W7835P	MX0146659	Human Resources RM 102 Hallway900D W. Univ.	3/16/2015	1562	21
36	W7835P	MX0146660	Library - Cataloging & Acquisitions Rm. 125 12ll SGA Drive	3/18/2015	1190	0
37	W7835P	MX0146662	Library - Reference Rm. 143 1211 SGA Drive	3/16/2015	212	7
38	W7835P	MX0146669	NC-A A/R Rm. 111 900A W. University Avenue	3/12/2015	4938	0
39	W7835P	MX0146676	Fayard Hall Rm 337 - 1205 N OAK ST	3/18/2015	230	0
40	W7835P	MX0146730	TEC - Dept of Education Rm 215 1300 N. Gen. Pershing	3/18/2015	144	0
41	W7835P	MX0146732	D Vickers Rm 325 - 1220 SGA Dr	3/18/2015	1124	0
42	W7835P	MX0146739	NCMB 1st Fl. Hall (Rm. 172) 900B W. University Avenue	3/12/2015	194	0
43	W7835P	MX0146740	Student Activity Center Rm. 210 1350 N. Gen. Pershing	3/18/2015	1188	43
44	W7835P	MX0146741	Human Resources RM 100 900D W. Univ.	3/5/2015	3308	0
45	W7835P	MX0146742	TEC - 2nd Fl - T&L Rm 2018M 1300 N. Gen. Pershing	3/18/2015	2341	0

#	Unit #	Serial #	Location	Installation Date	AVG B/W	AVG COLOR
46	W7835P	MX0146746	SU Rm 2408A (Aux. Services)	3/5/2015	3025	68
47	W7835P	MX0146747	Library - Director's Office Rm. 241 12ll SGA Drive	3/18/2015	958	0
48	W7835P	MX0146748	NCMB Records - Room 107E 900B W. University Avenue	3/12/2015	2373	0
49	W7835P	MX0146750	Meade Hall Rm. 113 - 900 N. Pine St.	3/5/2015	342	0
50	W7835P	MX0146753	Kinesiology Annex-2nd Flr. Lounge 400 Mane St. (Prior Tennessee Ave)	3/16/2015	980	0
51	W7835P	MX0146754	Alumni Center Rm 111-500 W University Avenue	3/12/2015	404	33
52	W7835P	MX0146757	McGehee Hall Rm. 110 - 910 N. Pine St.	3/5/2015	366	3
53	W7835P	MX0146775	NC-A - Financial Aid Rm. 123 900A W. University Avenue	3/12/2015	4040	1
54	W7835P	MX0146778	CSIT-Left 3rd Flr - 801 N. Oak St.	3/16/2015	3466	12
55	W7835P	MX0146788	NC-A Rm 107 Cashier 900A W. University Avenue	3/12/2015	2274	0
56	W7835P	MX0146804	SLBC - 1514 Martens Dr	3/18/2015	43	293
57	W7835P	MX0146810	Purchasing PPM4109 2400C N. Oak St.	3/12/2015	1697	0
58	W7835P	MX0146814	Baton Rouge Campus-Rm 111 - 4849 Essen Lane	3/24/2015	2659	0
59	W7835P	MX0146816	Science Building Annex Rm. 229 210A Azalea Cir.	3/5/2015	4000	0
60	W7835P	MX0147212	University Police Rm. 151 Hall 1301 SGA Dr	3/18/2015	2046	0
61	W7835P	MX0147246	SU, Rm. 2307 (SGA)	3/16/2015	3335	268

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

The Contractor, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

- A. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the University.

- B. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

- C. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

- D. An Umbrella Policy may be used to meet minimum requirements.

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

The successful Vendor shall be required to execute the below Indemnification Agreement as part of the BID Requirements.

INDEMNIFICATION AGREEMENT

The CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of CONTRACTOR, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by CONTRACTOR as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Contractor Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? [] Yes [] No

Contract No. _____ for Southeastern Louisiana University
State Agency Name

PURPOSE OF CONTRACT:

Provide Equipment Maintenance and Supplies for Xerox copiers.