



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES MUST BE RECEIVED BY
09/21/2020
02:00 PM CST

Vendor No.: _____
Solicitation: 3000015746
Opening Date: 09/21/2020

Vendor Name and Address: (to be completed by Vendor)

TO SUBMIT AN ELECTRONIC (ONLINE) RESPONSE CLICK THE LINK BELOW.

SUBMIT FAX RESPONSE
TO : Office of State Procurement

Fax Number: 225-342-9756

Physical Address:
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000015746
Version: 2
Buyer: ORBEN SMITH
Buyer Phone: 225-342-5465
E-Mail: shawn.smith@la.gov
Scheduled Begin Date:

Ship To Address:
Mickie Gremillion
DOC LA STATE PENITENTIARY-909 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK

https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=269F7EAD44031EEABD88843CA8735BCD

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: *Fax Bid* Molding and Trim for DOC

RFx text:

*****FAX BID*****

All vendors must be registered in the LaGov system: to submit an online bid, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

VENDOR TELEPHONE NUMBER: FAX NUMBER:	TITLE	DATE
Signature of Authorized Bidder		Name of Bidder (Typed or printed)

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To register as a vendor, access the following link:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Please include a W-9 form with your bid if you are newly registered. Do not register again if you are already registered in our system. You will need a LaGov Vendor ID and Password in order to submit an online bid.

Bidders are invited to submit bids via the Online Bid Response Link on Page 1 of this bid invitation. Online bidding instructions are attached to this bid invitation.

Please print all attachments to ensure all documents related to this solicitation are reviewed prior to bidding.

All documents associated with this solicitation should be included in the bidder's submission

Bid Documents Include:

Attachment A – Special Terms and Conditions - Pages 1-6

Attachment B - Line Item Responses - Page 1-3

Attachment C – Online Bidding Instructions - Pages 1-11

Bid delivery instructions for the Office of State Procurement:
Refer to Page 1 in Attachment A – Special Terms and Conditions

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:30161900 Furnish Only *All Items are Furnished Only* FRP Division Bar Moulding: Brand: Crane; Model #: M.DB113010 or Equal * color: white * 10 ft. long Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Color Bidding: _____ Specify Length Bidding: _____	200	EA		
2	Product Category:30161900	200	EA		

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<p>Furnish Only</p> <p>FRP inside corner trim: Brand: Crane; Model # M.IC113010 or Equal * color: white * 10 ft long Material: polypropylene</p> <p>Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Color Bidding: _____ Specify Length Bidding: _____ Specify Material Bidding: _____</p>				
3	<p>Product Category:30161900 Furnish Only</p> <p>FRP wall board: Brand: Home Depot; Model #: MFTF12IXA480012000 or Equal * 4 ft. x 10 ft. * color: white * cracked ice texture * non porous wall surface that resists moisture, mildews, stains for use with water based FRP glue</p> <p>Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Dimension Bidding: _____ Specify Color Bidding: _____ Specify Texture Bidding: _____ Specify Water Resistant Bidding: Yes _____ No _____</p>	200	EA		
4	<p>Product Category:30161900 Furnish Only</p> <p>Base Moulding: Brand: Home Depot Woodgrain Millwork; Model # 10000558 or Equal</p>	120	EA		

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	* 9/16" x 3-1/4" x 8 ft. * primed * pine * finger jointed * colonial style Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Dimension Bidding: _____ Specify Primed Bidding: Yes ___ No ___ Specify Material Bidding: _____ Specify Finger-jointed Bidding: Yes ___ No ___ Specify Style Bidding: _____				
5	Product Category:30161900 Furnish Only Moulding Casing: Brand: Southwest Molding Model #: M-MC9E or Equal * 7/8" x 3-1/4" 17 ft long * primed * solid Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Dimension Bidding: _____ Specify Primed Bidding: Yes ___ No ___	57	EA		

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INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED, WRITTEN IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
4. 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 MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
9. IMPORTANT: BY SIGNING THE BID OR SUBMITTING THE BID ONLINE VIA THE VENDOR PORTAL (WHICHEVER IS APPLICABLE) 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 OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE, BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE IN INK, TYPEWRITTEN, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
10. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.
11. CONFERENCE: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.
12. BID FORMS.
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:
 - A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
 - B. BID FILLED OUT IN PENCIL; AND
 - C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE, PRIOR TO BID OPENING TIME AND DATE INDICATED IN ORDER TO BE CONSIDERED. FAX ALTERATIONS, NOT INVOLVING PRICING, TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED BID FORM AND FAXED ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING. ALTERATIONS TO PRICE MUST BE RECEIVED AT THE ADDRESS LISTED IN THE SOLICITATION OR VIA THE ONLINE VENDOR PORTAL BEFORE THE BID OPENING TIME AND DATE. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

13. 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, AND 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

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NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

14. DESCRIPTIVE INFORMATION.

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, 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 SHOULD 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.

15. RECEIPT OF FAX BIDS.

NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED IN ACCORDANCE WITH LA R.S. 44 I. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS.

16. AWARDS.

THE STATE OF LOUISIANA 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.

17. PRICES.

UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

18. DELIVERIES.

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

19. TAXES.

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

20. 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.

21. CONTRACT RENEWALS.

UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY 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.

22. CONTRACT CANCELLATION.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS:

- (A) MISREPRESENTATION BY THE CONTRACTOR;
- (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA;
- (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW;
- (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE;
- (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS

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CORRESPONDING REGULATIONS: OR,
(F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (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; OR, (C) ANY OTHER BREACH OF CONTRACT.

23. DEFAULT OF CONTRACTOR.

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED OR TO PROVIDE THE SERVICES AS 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.

24. ORDER OF PRIORITY.

IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL TERMS AND CONDITIONS, THE SPECIAL TERMS AND CONDITIONS SHALL GOVERN.

25. APPLICABLE LAW.

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

26. 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, 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.

27. INDEMNITY

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, 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. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

28. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39:2192, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY

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INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

29. FEDERAL CLAUSES, IF APPLICABLE

ANTI-KICKBACK CLAUSE

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUBGRANTEE SHALL BE PROHIBITED FROM INDUCING, BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

CLEAN AIR ACT

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN AIR ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ENERGY POLICY AND CONSERVATION ACT

THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163).

CLEAN WATER ACT

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ANTI-LOBBYING AND DEBARMENT ACT

THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

30. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (SEE, La. R.S. 12:262.1) AND LIMITED LIABILITY COMPANIES (SEE, La. R.S. 12:1308.2) MUST BE REGISTERED AND IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A PURCHASE ORDER AND/OR CONTRACT WITH THE STATE OVER \$25,000.

31. ALL BID AMOUNTS SHALL BE SUBMITTED IN UNITED STATES DOLLARS.



Attachment A: Special Terms and Conditions

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BID DELIVERY INSTRUCTIONS FOR STATE PROCUREMENT:

BIDS MAY BE SUBMITTED ONLINE BY ACCESSING THE LINK ON PAGE ONE (1) OF THE INVITATION TO BID.

NOTE: Bidders who choose to respond to this bid online via the vendor portal are encouraged to not submit a written bid as well.

Bidders are hereby advised that due to the nature of the internet, the State of Louisiana cannot guarantee that access to the LaGov or LaPac websites will be uninterrupted or that e-mails or other electronic transmissions will be sent to you or received by us. The Office of State Procurement is not responsible for any delays caused by the bidder's chosen means of online 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.

OR

Fax quotations may be submitted:

Via fax to: (225) 342-9756

In order for your fax quotation to be considered, it must be received no later than the opening date and time shown on the first page of this solicitation.

If your fax quotation is submitted via fax, the date and time marked by the receiving fax machine will be the official fax quotation receipt time. Fax quotations submitted by hand or courier delivery or mailed to the office of state procurement will be time-stamped.

Vendor is solely responsible for the timely delivery of its fax quotation. Failure to meet the fax quotation opening date and time shall result in rejection of the fax quotation.

OR

Bids may be mailed through the U.S. postal service to:

Office of State Procurement
P.O. Box 94095
Baton Rouge, LA 70804-9095

Bidders are hereby advised that the U.S. postal service does not make deliveries to our physical location.

OR

Bids may be delivered by hand or courier service to our physical location as follows:

Attachment A: Special Terms and Conditions

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Office of State Procurement
Claiborne Building, Suite 2-160
1201 North Third Street
Baton Rouge, LA 70802

Bidder should be aware of security requirements for the Claiborne building and allow time to be photographed and presented with a temporary identification badge.

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Office of State Procurement 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 & time shall result in rejection of the bid.

PUBLICIZING AWARDS:

In accordance with L.A.C. 34:V.335, unsuccessful bidders will be notified of the award provided that they submit a self-addressed stamped envelope or email address requesting this information. Vendors may also view award information online at: <http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

****ATTENTION****

Receipt of a solicitation or award cannot be relied upon as an assurance of receiving future solicitations. In order to receive notifications of future solicitations from this office, you must register and enroll in the proper category in LaGov at the following website:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Enrollment in LaGov provides LaPac email notification of bid opportunities based upon commodities that you select.

TERMS AND CONDITIONS:

This solicitation contains all the 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.

VENDOR'S FORMS:

The purchase order is the only binding document to be issued against this contract. Signing of vendor's forms is not allowed.

ACCEPTANCE:

Unless otherwise specified, bids on this contract will be assumed to be firm for acceptance for a minimum of sixty (60) days. If accepted, prices must be firm for the specified contract period.

INVOICES:

Invoice will be submitted by the contractor to the using agency, and the invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price, and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to

Attachment A: Special Terms and Conditions

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the accounting department of the using agency. Invoices shall show the amount of any cash discount, and shall be submitted on the contractor's own invoice form.

PAYMENT:

Payment will be made on the basis of unit price as listed in this contract; such price and payment will constitute full compensation for furnishing and delivering the contract commodities. In no case will the state agency refuse to make partial payments to the contractor although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order. Payment will be made to vendor and address as shown on order.

CERTIFICATION OF NO FEDERAL SUSPENSION OR DEBARMENT:

Certification of no suspension or debarment: By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

ELECTRONIC VENDOR PAYMENT SOLUTION:

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and vendors, the State intends to make all payments to vendors electronically. The LaCarte procurement card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Vendors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing one of the following two options. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

EFT payments are sent from the State's bank directly to the payee's bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available by contacting the Office of Statewide Reporting & Accounting at DOA-OSRAP-EFT@la.gov.

Attachment A: Special Terms and Conditions

RFx: 3000015746 Title: Molding and Trim for DOC

To facilitate this payment process, you will need to complete and return the EFT enrollment form.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already Enrolled</u>
LaCarte	_____	_____
EFT	_____	_____

Printed Name of Individual Authorized

Authorized Signature for payment type chosen

Date

Email address and phone number of authorized individual

PREFERENCE:

In accordance with Louisiana Revised Statutes 39:1604, a preference not to exceed ten percent (10%) may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes: _____

Specify Line Number(s):

Specify location within Louisiana where this product is manufactured, produced, grown or assembled:

(Note: If more space is required, include on a separate sheet)

Do you have a Louisiana business workforce? Yes: _____ No: _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes: _____ No: _____

Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.

Attachment A: Special Terms and Conditions

RFx: 3000015746 Title: Molding and Trim for DOC

PROCUREMENT OF UNITED STATES PRODUCTS:

In accordance with the provisions of Louisiana Revised Statutes 39:1604.7, in the event a contract is not entered into for products purchased under the provisions of La. R.S. 39: 1604, each Procurement Officer, Purchasing Agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this Chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal quality to other materials, supplies, products, provisions, or equipment, provided that all of the following conditions are met:

- (1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent (5%).
- (2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.
- (3) In cases where more than one bidder offers items manufactured in the United States which are within five percent (5%) of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.
- (4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

- (1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.
- (2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? Yes: _____

Specify Line Number(s):

Specify location within the United States where this product is manufactured:

(Note: If more space is required, include on a separate sheet)

FREIGHT INCLUDED:

Unit price should be inclusive of any freight charges. Bid should be FOB agency - title passing upon receipt of goods.

Failure to comply with this requirement may disqualify your bid.

PROVIDE SPECS & LITERATURE:

If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications.

Failure to comply with this request may eliminate your bid from consideration.

Attachment A: Special Terms and Conditions

RFx: 3000015746 Title: Molding and Trim for DOC

SUFFICIENT INFORMATION:

Sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration.

Any questions, please contact the following buyer at the Office of State Procurement immediately:

State Procurement Analyst: Shawn Smith, phone: 225-342-5465, email: shawn.smith@la.gov



Attachment B: Line Item Responses
RFx #: 3000015746

=====

Line 1: Molding

FRP Division Bar Moulding

Brand: Crane; Model #: M.DB113010 or Equal

Color: White

Dimensions: 10 ft. long

Specify Brand Bidding: _____

Specify Model Bidding: _____

Specify Color Bidding: _____

Specify Length Bidding: _____

Line 2: Trim

FRP Inside Corner Trim

Brand: Crane; Model # M.IC113010 or Equal

Color: White

Dimensions: 10 ft long

Material: Polypropylene

Specify Brand Bidding: _____

Specify Model Bidding: _____

Specify Color Bidding: _____

Specify Length Bidding: _____

Specify Material Bidding: _____

Line 3: Wall Board

FRP Wall Board

Brand: Home Depot; Model #: MFTF12IXA480012000 or Equal

Dimensions: 4 ft. x 10 ft.

Color: white

Texture: cracked ice texture



Attachment B: Line Item Responses
RFx #: 3000015746

=====

Resistance: non porous wall surface that resists moisture, mildews, stains for use with water based FRP glue

Specify Brand Bidding: _____

Specify Model Bidding: _____

Specify Dimension Bidding: _____

Specify Color Bidding: _____

Specify Texture Bidding: _____

Specify Water Resistant Bidding: Yes _____ No _____

Line 4: Moulding

Base Moulding

Brand: Home Depot Woodgrain Millwork; Model # 10000558 or Equal

Dimensions: 9/16" x 3-1/4" x 8 ft.

Color: primed

Material: pine

Type: finger jointed

Style: colonial style

Specify Brand Bidding: _____

Specify Model Bidding: _____

Specify Dimension Bidding: _____

Specify Primed Bidding: Yes _____ No _____

Specify Material Bidding: _____

Specify Finger-jointed Bidding: Yes _____ No _____

Specify Style Bidding: _____



Attachment B: Line Item Responses
RFx #: 3000015746

=====

Line 5: Moulding

Moulding Casing

Brand: Southwest Molding Model #: M-MC9E or Equal

Dimensions: 7/8" x 3-1/4" 17 ft long

Color: primed

Type: solid

Specify Brand Bidding: _____

Specify Model Bidding: _____

Specify Dimension Bidding: _____

Specify Primed Bidding: Yes ____ No ____

ONLINE BIDDING INSTRUCTIONS

NOTE: Internet Explorer 11 is the recommended browser to use. Turn off all pop-up blockers before you begin.

1. Go to the LaPac Website and locate the Bid Number. If you received an email notification of the bid invitation you may click the link in the email to access LaPac and the bid invitation.
2. Open the Bid Invitation by clicking on the Bid Number in the Description column.

The screenshot shows the LaPac website interface. At the top, it says "Office of State Procurement" and "LaPac Welcome to the Louisiana Procurement and Contract Network". There are navigation tabs for "LaPac My 2 Hour", "Bids by Category", "Bids by Department", and "Search for Open Bids". Below this is a "Results of Search" section with filters for Department (All), Category (All), Begin Date, End Date, Compare Date, and Keywords. A notice states: "To view or print the bid document, click on the bid number below. Any subsequent addenda will also be available via this website. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum. Solicitations for Statewide Term Contracts are in RED. It is the bidder's responsibility to ensure that all addenda have been reviewed and, if need be printed, signed, and returned. WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain technical assistance. This will display a new screen that will show the person to contact to help you retrieve the document. IF, HOWEVER, YOU HAVE A QUESTION CONCERNING THE DETAILS OF A SOLICITATION, CONTACT THE PERSON LISTED IN THE SOLICITATION DOCUMENT." Below this is a note: "To change the sort order (Bid Number, Bid Open Date/Time), click on the underlined column heading to sort by that value." The main content is a table of search results.

Bid Number	Description	Date Issued	Bid Open Date/Time	Help
107112-2003036	AGPS REQ ANNATEST 050410 02 Bid Cancelled: 07/16/2010 Original: 107112-2003036 BID OPENING DATE AND TIME REVISED Addendum 1: 107112-2003036.1	05/05/2010	05/26/2010 11:00:00 AM CT	107112
107112-2003037	ANNATEST 05052010 01 Bid Cancelled: 05/05/2010 Original: 107112-2003037 CANCELLING SOLICITATION Addendum 1: 107112-2003037.1	05/05/2010	05/19/2010 10:00:00 AM CT	107112
3000006753	AWARD MEDICAL Original: 3000006753 Attachment: ATTACHMENT A: PICTURE OF MEDICAL	01/24/2017	03/01/2017 10:00:00 AM CT	3000006753

ONLINE BIDDING INSTRUCTIONS

3. Click the ONLINE BID RESPONSE LINK on the Bid Invitation.



STATE OF LOUISIANA
Office of State Procurement
INVITATION TO BID

RESPONSES WILL BE PUBLICLY OPENED AT THE PHYSICAL ADDRESS BELOW
03/01/2017
10:00 AM CST

Vendor No: _____
Solicitation: 3000006753
Opening Date: 03/01/2017

Vendor Name and Address (to be completed by Vendor)

Ship To Address:
LDH Office of the Secretary
Default Sig Loc
626 N. 4th Street
Baton Rouge, LA 70802

ONLINE BID RESPONSE LINK
https://lagovvendordocs.dog.louisiana.gov/rfx?sepsm_bid=5887384417E31AF0E10060000A03FFD

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. Have you attached/included all required files to the bid response?	YES
3. <small>(Authority will be made the number of state & tax Record of Transfer (ART))</small>	

Physical Address:
1291 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000006753
Version: 1
Buyer: AMY VINCENT
Buyer Phone: 225-342-0274
E-Mail: amy.vincent@ls.gov
Scheduled Begin Date:
Scheduled End Date:

4. Enter your LAGOV vendor ID number and password. *Note: Your ID and Password were created and activated during the vendor registration process in the LAGOV Vendor Portal site. If you have not registered in LAGOV, go back to the Bid Invitation and click the link to the LAGOV registration site.*

5. The Bid Invitation (aka RFx) is displayed. Click the **Register** button at the top of the screen. This registers your company as a bidder on this particular Bid Invitation. If there is no **Register** button, you are already registered to the bid and can skip this step.

6. Click the **Create Response** button at the top of the screen. Your RFx Response number is displayed at the top of the screen.

Create RFx Response: 4000010810

7. To proceed read the Notice and check the box to accept the terms.

Attention: La R.S. 36:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. By clicking the box below you acknowledge one of the following four descriptions applies to the signer of this bid.

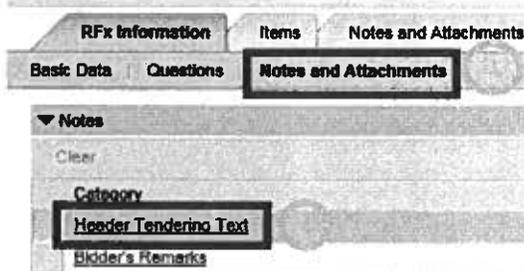
1. The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in command as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents should be attached hereto.
3. The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
4. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

IMPORTANT NOTE:
For the purposes of LaGov Supplier Portal bidding, the Signature of Authorized Signatory of Bidder is represented by the LaGov Supplier Portal user Log-In ID. The Name of Authorized Signatory of Bidder is represented by the contact person associated with the LaGov Supplier Portal user Log-In ID.

Yes, I have read the above Notice and accept the terms.

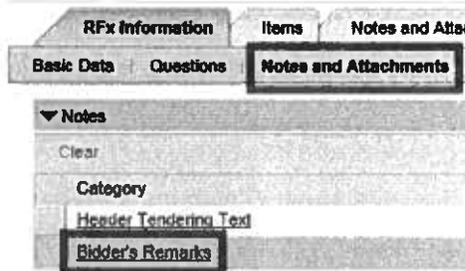
ONLINE BIDDING INSTRUCTIONS

8. Click on the words "Notes and Attachments" under the RFx Information tab. In the Notes section of the screen click on the link to open Header Tendering Text.

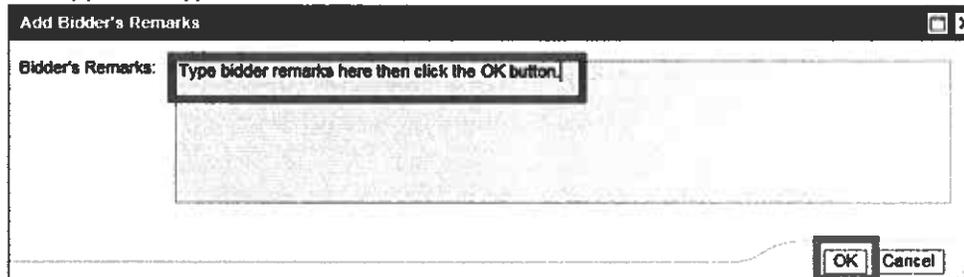


These are the same notes shown on the Bid Invitation Document in LAPAC. Click the button. See the **Notes and Attachments Additional Information** section at the end of this document for more information.

9. Bidder remarks may be added to the Bid Response. Click the Bidder's Remarks link.

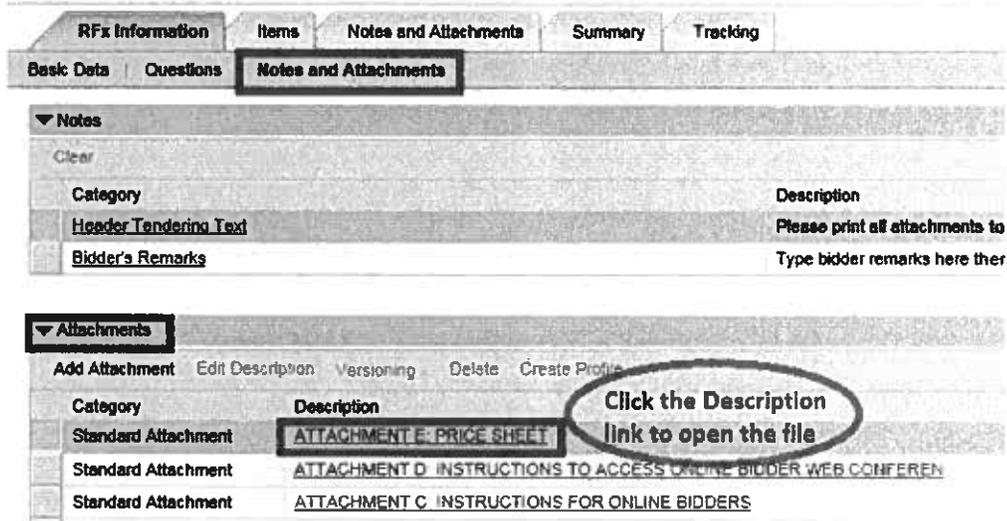


10. A pop-up window appears. Type remarks as desired then click the button.

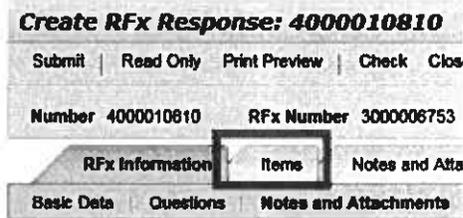


ONLINE BIDDING INSTRUCTIONS

11. In the Attachments section of the screen all attachments to the Bid Invitation are shown. These are the same attachments that are shown in LaPac. Each attachment can be opened by clicking on the Description link and downloaded to a local file if desired.



12. Click the Items tab near the top of the screen.



13. Each line item of the Bid Invitation is displayed. Highlight the first line item by clicking in the gray box to the left of the Line Number. Then click the Details button.



ONLINE BIDDING INSTRUCTIONS

14. The Details specific to the line item selected are displayed. The Item Data tab displays information related to Product Category, Item Description, Required Quantity and Delivery Date. This is also the screen in which the bid price and number of days after receipt of order (ARO) are entered. Be sure to note the per/unit of measure for the price to be quoted. In this example the unit of measure is EA (Each). Enter the bid price for the line item.

Note, if a Price Sheet is attached to the Bid Invitation, then enter prices only on the Price Sheet; not on each line item.

Details for Item 0001 Award Medals

Item Data Questions Notes and Attachments

Basic Data

Identification

Configurable Item Number: 0001

Control Key: Material functional

Item Type: Material

Product Category: 49101701 MEDALS

Product ID:

Description: Award Medals

Item Variant Description: Original Item

Further Properties

Supplier Product Number:

Currency: American Dollar

Required Quantity: 24.750 EA Each

Submitted Quantity: 24.750 EA Each

Price: 25.00 USD Per 1 EA

Net value: 0.00

Delivery Date: 04/01/2017

Delivery Days: 35

15. Click on the Questions tab for the selected line item. Answer any questions presented.

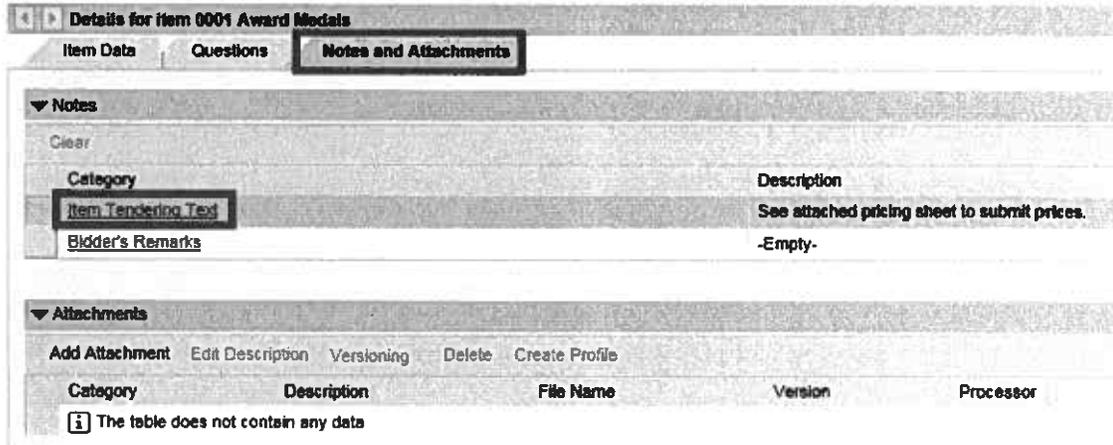
Details for Item 0001 Award Medals

Item Data Questions Notes and Attachments

Question	Reply
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ONLINE BIDDING INSTRUCTIONS

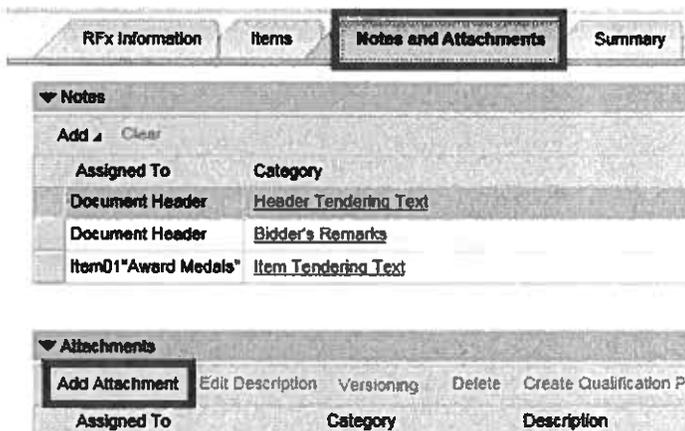
16. Click on the Notes and Attachments tab for the selected line item. Read any notes by clicking on the Category Link and review any attachments relevant for the selected line item. In this example there is a note for Item Tendering Text but no attachments relevant to the specific line item.



17. Repeat steps 16 – 19 for each item on the Bid Invitation. In this example there is only 1 line item.

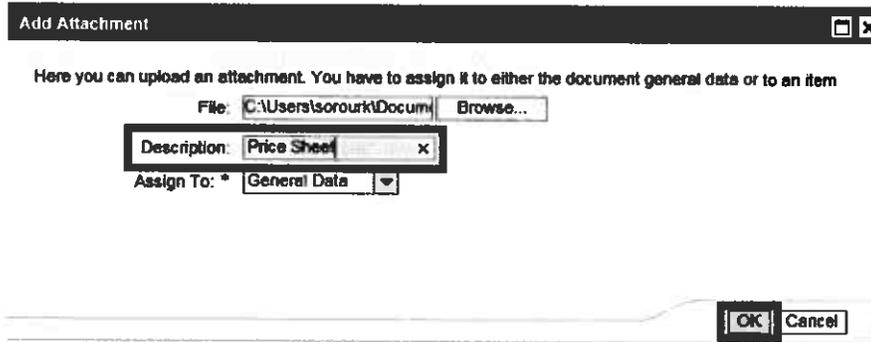
18. A Price Sheet may be attached to the Bid Invitation. If so, prices are to be entered on the Price Sheet. Download the Price Sheet to a local Excel file and complete it accordingly. Then, attach it to the Bid Response as follows:

Click the Notes and Attachments tab at the top of the page then click Add Attachment.

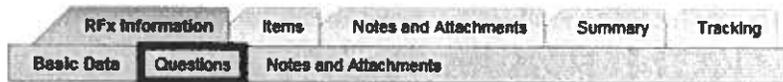


ONLINE BIDDING INSTRUCTIONS

Browse your computer and select the file (for example, completed Price Sheet) to be attached to the Bid Response. Enter a description of the attached file, i.e. Price Sheet, then click the **OK** button.



19. Click on the RFx Information tab at the top of the screen and click on the word "Questions".



20. Answer the questions presented. Questions with a red * are required and must be answered.



21. Once all notes and attachments are reviewed, all questions are answered and all prices are entered click the **Check** button at the top of the page. Any red error messages must be cleared before the bid response can be submitted. If errors are present, correct any errors and click **Check** again.

22. The following message will be presented if there are no errors: RFx response is complete and contains no errors

23. Click the **Submit** button at the top of the page to submit your Bid Response.

24. A message will be presented with the RFx (Bid) Response number showing it has been submitted.

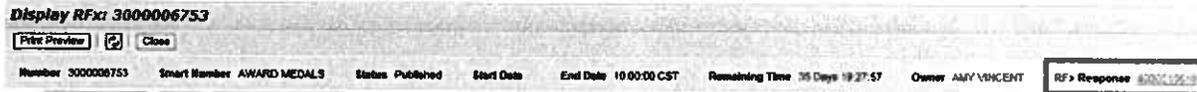
RFx response 4000010810 submitted

25. Click the **Close** button to exit the Bid Response. The Bid Invitation is displayed.

ONLINE BIDDING INSTRUCTIONS

26. Click the  button to refresh the screen.

27. Your RFx (Bid) Response number is shown in the upper right section of the screen. It is a link to your Bid Response. It is not necessary to open your Bid Response again. But if you wish to access your Bid Response Click on the Bid Response Number link.

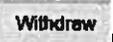


Note: For future access to your Bid Response go to the LaPac website and locate the Bid Invitation number. Open the link to on the Bid Invitation, Log into the LAGOV Vendor portal as you did at the beginning of this process. The Bid Invitation opens and your RFx (Bid) Response number will be available.

28. Click the  button to exit the Bid Invitation.

29. The process is complete.

Other Information:

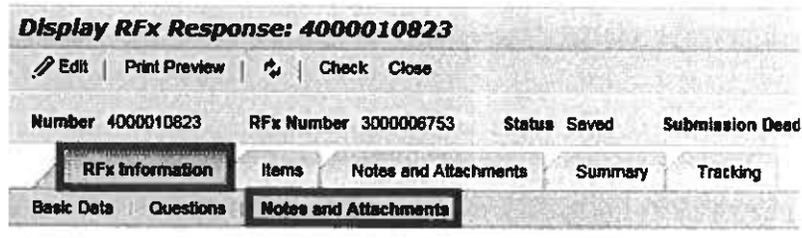
- The Bid Response may be viewed by the submitter anytime by accessing the Bid Invitation on the LaPac website. See step 27 above.
- If you receive notification of an addendum or change to the Bid Invitation, the submitter is responsible for editing the Bid Response and resubmitting if any changes are done. Follow steps 1 – 4 to access the Bid Invitation.
- The submitter of the bid may change the bid any time prior to the bid opening date by accessing the Bid Response and clicking the  button. If the Bid Response is edited it MUST be SUBMITTED again.
- The Bid Response can be saved by clicking the  button. This might be used if the submitter is partially finished with the Bid Response and will add more information at a later time. Important note, saving the Bid Response does not submit the Bid Response for bid consideration. It MUST be SUBMITTED.
- The submitter of the bid may withdraw the bid any time prior to the bid opening date by accessing the Bid Response and clicking the  button.
- The State of Louisiana buyer does not have access to your Bid Response until after the bid opening date has passed.
- Only the submitter of the Bid Response can view it before the bid opening date. It is never available to other vendors. Procurement employees at the State of Louisiana can view the bid after the bid opening date.

ONLINE BIDDING INSTRUCTIONS

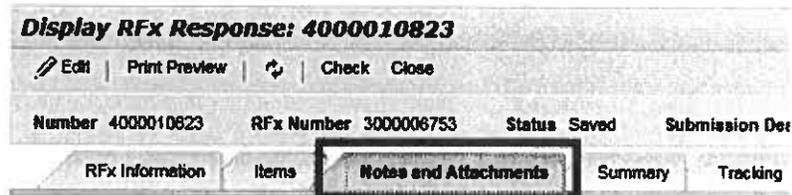
Notes and Attachments – Additional Information

There are three places on the Bid Response that may contain information on notes and attachments.

1. **RFx Information→Notes and Attachments** This area contains header level notes and attachments that come from the Bid Invitation. Header level notes apply to everything in the Bid Invitation – they are not line item specific.



2. **Notes and Attachments tab** This area contains both header and line item specific notes. It also contains attachments that are added to the RFx Bid Response Document.

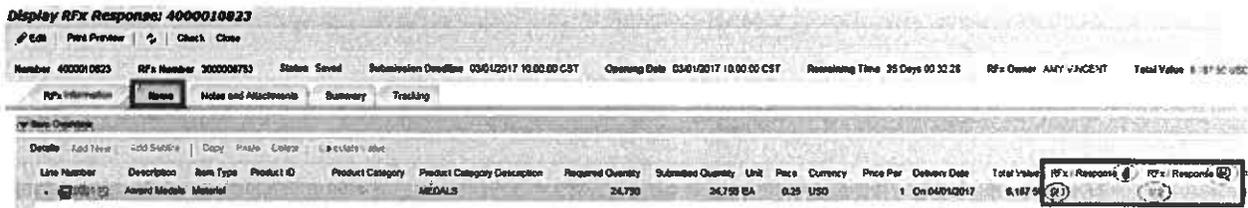


ONLINE BIDDING INSTRUCTIONS

3. **Items tab**→**Highlight line item**→**Details**→**Notes and Attachments tab at bottom of screen** This area contains line item specific notes and attachments. These notes and attachments are only relevant for the selected line item.



4. There is no need to go to the Notes and Attachments tab for every line item. Only those with notes or attachments need to be reviewed. To identify if there are notes or attachments relevant for a specific line item in the Bid Invitation select the **Items tab**. In the **Overview** section of the screen, scroll to the right to the RFx/Response columns. The column with the  shows if there are attachments and the column with the  shows if there are notes. In this example there is 1 attachment and 1 note.



ONLINE BIDDING INSTRUCTIONS

ONLINE BIDDING QUICK REFERENCE GUIDE

1. Click the Bid Invitation link on the LaPac website. The Bid Invitation opens.
2. Click the Online Bid Response link on the Bid Invitation.
3. Login with your vendor number and password. The Bid document opens in the LaGov website.
4. Review the Bid Invitation and attachments.
5. Click . If there is no  button you are already registered and can skip this step.
6. Click . The Bid Response number appears at the top of the screen.
7. Read the notice and accept the terms.
8. Review all Notes and Attachments
9. Click 
10. Click  to view line item details (product category, unit of measure, etc.)
11. Enter Price or complete the Pricing Sheet, whichever applies.
12. Add any notes or attachments from the bidder (i.e., Bidder Remarks, Completed Price Sheet)
13. Repeat steps 10 – 12 for each line item.
14. Click 
15. Clear any hard (red) errors. Click  again if any changes were made to clear errors.
16. Click 
17. Click 
18. Click 