



**STATE OF LOUISIANA**  
 Department of Transportation & Develop.  
 INVITATION TO BID

**RESPONSES WILL BE  
 PUBLICLY OPENED**  
 09/07/2022  
 10:00 AM CST

Vendor No.: \_\_\_\_\_  
 Solicitation: 3000019625  
 Opening Date: 09/07/2022

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

**Ship To Address:**  
 "See individual lines for Delivery Addresses"

**SUBMIT NON-ELECTRONIC RESPONSE TO:  
 PO BOX 94245**

**RFx Number:** 3000019625  
**Version:** 1  
**Buyer:** LAURA MCCOY  
**Buyer Phone:** 225-379-1462  
**E-Mail:** laura.mccoy@la.gov  
**Scheduled Begin Date:**  
**Scheduled End Date:**  
**T-Number:**

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
2. _____ %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:** DOTD FY23 Square Sign Posts

**RFx text:**  
 This is a request for sealed bids only. This is not an order. Please note the RFx number and bid opening date on the outside of your bid envelope.

- Attachments:**
- MS 299-002, Revised 8/1/22
  - Bid Submission Instructions
  - Preference Statement Forms
  - Delivery Points of Contact and Acceptance times.

**NOTE:** Refer to standard terms and conditions herein for additional instructions.

Please print all attachments to ensure all documents related to the RFx are reviewed prior to bidding.

**SPECIAL INSTRUCTIONS:**

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

The Department reserves the right to award items separately, grouped or on an all-or-none basis, whichever is in the best interest of the State.

Unit price bid must not exceed two digits to the right of the decimal point. Unit price submitted beyond two digits will be rounded off to the nearest second digit.

Should bid in correct unit of measure shown to be considered for award. Quote submitted in any other unit of measure may not be considered.

NOTE: All bidders should furnish descriptive literature with bid.

Bidder may be required to furnish literature prior to award.

All bidders should indicate the manufacturer and model number for each line number. If manufacturer and model number is not shown, bid may not be considered for award.

Products are subject to laboratory testing before final acceptance.

Low bidder may be required to submit a sample of product bid. If requested, sample must be furnished at vendor's expense and received within ten (10) days from date of request. Package should be clearly labeled with company name, brand name and number and Solicitation number.

Bidders who are a Louisiana or foreign LLC or corporation should be appropriately registered with the Louisiana Secretary of State. Website: [www.sos.la.gov/](http://www.sos.la.gov/) Phone 225-925-4704.

#### DELIVERY INSTRUCTIONS:

Please note the following delivery locations:

Lines 1-3: DOTD District 03 Lafayette, 228 Rue des Voyages, Lafayette, LA 70508

Lines 4-9: DOTD District 02 Bridge City, 1440 Highway 90, Bridge City, LA 70094

Lines 10-12: DOTD Section 45 Traffic Services, 7686 Tom Dr., Baton Rouge, LA 70806

Line 13: DOTD District 05 Monroe, 8010 Desiard Rd, Monroe, LA 71203

Lines 14-15: DOTD District 08 Alexandria, 330 MacArthur Dr, Alexandria, LA 71301

Lines 16-17: DOTD District 58 Chase, 6217 Hwy 15 S, Chase, LA 71324

Lines 18-20: DOTD District 62 Hammond, 685 N Morrison Blvd, Hammond, LA 70401

Lines 21-22: DOTD District 07 Lake Charles, 5827 Hwy 90 E, Lake Charles, LA 70615

Lines 23-24: DOTD District 04 Bossier City, 3339 Industrial Dr, Bossier City, LA 71112

Lines 25-26: DOTD District 61 Baton Rouge, 8100 Airline Highway, Baton Rouge, LA 70815

Vendor must contact the District/Section at least twenty-four (24) hours prior to delivery. Contact information is attached to the RFx. Deliveries are not accepted at any location on weekends, holidays, or during times of natural disaster.

#### PAYMENT:

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources, DOTD strongly encourages vendors to participate in accepting Electronic Funds Transfer (EFT) payments.

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 is available at <http://www.doa.louisiana.gov/OSRAP/EFTforWebsite.pdf>.

#### VENDOR REGISTRATION:

Vendor registration should be completed in LaPAC prior to bid submission. This only applies to those vendors that have not registered in LaPAC. Vendor registration must be completed prior to award.

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

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Receipt of a solicitation or award cannot be relied upon as an assurance of receiving future solicitations. In order to receive e-mail notification of solicitations/awards from this office, you must enroll in the proper category on LaPAC at the following web site:  
<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>.

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<p><b>Product ID: 50504 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            Department of Transportation &amp; Develop.            Dist Sign Shop            Tyler Leblanc            228 Rue des Voyages            Lafayette, LA 70508</p>	700	EA		
2	<p><b>Product ID: 50506 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 12 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Lafayette/Dist 03            Dist Sign Shop            Tyler Leblanc            228 Rue des Voyages            Lafayette, LA 70508</p>	400	EA		
3	<p><b>Product ID: 50509 Product Category:30102900</b>            POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Lafayette/Dist 03            Dist Sign Shop</p>	1,000	EA		

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

Page 4 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Tyler Leblanc 228 Rue des Voyages Lafayette, LA 70508				
4	<b>Product ID: 50500 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 6 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&Op-Bridge City/Dist02 Dist Sign Shop 1440 Highway 90 Bridge City, LA 70094	250	EA		
5	<b>Product ID: 50501 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 7 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&Op-Bridge City/Dist02 Dist Sign Shop 1440 Highway 90 Bridge City, LA 70094	200	EA		
6	<b>Product ID: 50504 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> Department of Transportation & Develop. DOTD Eng&Op-Bridge City/Dist02 1440 Highway 90 Bridge City, LA 70094	500	EA		
7	<b>Product ID: 50506 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 12 FT,14 GA	650	EA		

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

Page 5 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&Op-Bridge City/Dist02 Dist Sign Shop 1440 Highway 90 Bridge City, LA 70094				
8	<b>Product ID: 50502 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 8 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> Department of Transportation & Develop. DOTD Eng&Op-Bridge City/Dist02 1440 Highway 90 Bridge City, LA 70094	200	EA		
9	<b>Product ID: 50509 Product Category:30102900</b> POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&Op-Bridge City/Dist02 Dist Sign Shop 1440 Highway 90 Bridge City, LA 70094	1,300	EA		
10	<b>Product ID: 50509 Product Category:30102900</b> POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____	100	EA		

Invitation to bid: 3000019625 Open Date: 09/07/2022 T-Number:	Bidder:	Page 6 of 15
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<b>Ship To Address:</b> DOTD Eng&OpTraff Eng&Svc/Sec45 45 Sign Main 7686 Tom Dr Baton Rouge, LA 70806				
11	<b>Product ID: 53266 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 12 FT,12 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&OpTraff Eng&Svc/Sec45 45 Sign Main 7686 Tom Dr Baton Rouge, LA 70806	240	EA		
12	<b>Product ID: 53267 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 14 FT,12 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&OpTraff Eng&Svc/Sec45 45 Sign Main 7686 Tom Dr Baton Rouge, LA 70806	120	EA		
13	<b>Product ID: 50504 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> Department of Transportation & Develop. Eng&Op-Monroe/District 05 8010 Desiard Rd	1,500	EA		

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

Page 7 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Monroe, LA 71203				
14	<p><b>Product ID: 50504 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            Department of Transportation &amp; Develop.            Eng&amp;Op-Alexandria/Dist 08            3300 MacArthur Dr            Alexandria, LA 71301</p>	200	EA		
15	<p><b>Product ID: 50509 Product Category:30102900</b>            POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            Department of Transportation &amp; Develop.            Eng&amp;Op-Alexandria/Dist 08            3300 MacArthur Dr            Alexandria, LA 71301</p>	800	EA		
16	<p><b>Product ID: 50505 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 11 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Chase/District 58            Dist Sign Shop / Justin Wyatt            District 58            6217 Hwy 15 S            Chase, LA 71324</p>	500	EA		
17	<p><b>Product ID: 50509 Product Category:30102900</b>            POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p>	500	EA		

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	BRAND: _____  MODEL: _____  <b>Ship To Address:</b> DOTD Eng&Op-Chase/District 58 Dist Sign Shop / Justin Wyatt District 58 6217 Hwy 15 S Chase, LA 71324				
18	<b>Product ID: 50505 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 11 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> Department of Transportation & Develop. Eng&Op-Hammond/District62 685 N Morrison Blvd Hammond, LA 70401	300	EA		
19	<b>Product ID: 50506 Product Category:30102900</b> POST,SIGN,SQ,2 IN X 2 IN X 12 FT,14 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____  <b>Ship To Address:</b> Department of Transportation & Develop. Eng&Op-Hammond/District62 685 N Morrison Blvd Hammond, LA 70401	300	EA		
20	<b>Product ID: 50509 Product Category:30102900</b> POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA  DOTD MS SPEC 299-002, REVISED 8/1/2022  BRAND: _____  MODEL: _____	500	EA		



Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

Page 9 of 15

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	<p><b>Ship To Address:</b>            Department of Transportation &amp; Develop.            Eng&amp;Op-Hammond/District62            685 N Morrison Blvd            Hammond, LA 70401</p>				
21	<p><b>Product ID: 50506 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 12 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Lake Charls/Dist07            Dist Sign Shop            5827 Hwy 90 E            Lake Charles, LA 70615</p>	1,200	EA		
22	<p><b>Product ID: 50509 Product Category:30102900</b>            POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Lake Charls/Dist07            Dist Sign Shop            5827 Hwy 90 E            Lake Charles, LA 70615</p>	1,200	EA		
23	<p><b>Product ID: 50502 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 8 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Bossier Cty/Dist04            Dist Sign Shop            3339 Industrial Dr</p>	300	EA		

Invitation to bid: 3000019625  
 Open Date: 09/07/2022  
 T-Number:

Bidder:

Page 10 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Bossier City, LA 71112				
24	<p><b>Product ID: 50504 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            Department of Transportation &amp; Develop.            Eng&amp;Op-Bossier Cty/Dist04            3339 Industrial Dr            Bossier City, LA 71112</p>	500	EA		
25	<p><b>Product ID: 50504 Product Category:30102900</b>            POST,SIGN,SQ,2 IN X 2 IN X 10 FT,14 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Baton Rouge/Dist61            Dist Sign Shop            8100 Airline Hwy            Baton Rouge, LA 70815</p>	1,000	EA		
26	<p><b>Product ID: 50509 Product Category:30102900</b>            POST,SIGN,SQ,2.25 INx2.25 INx3 FT,12 GA</p> <p>DOTD MS SPEC 299-002, REVISED 8/1/2022</p> <p>BRAND: _____</p> <p>MODEL: _____</p> <p><b>Ship To Address:</b>            DOTD Eng&amp;Op-Baton Rouge/Dist61            Dist Sign Shop            8100 Airline Hwy            Baton Rouge, LA 70815</p>	1,000	EA		

## 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. 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, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
9. 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.
10. 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 (SEE NO.30). ALL BID INFORMATION SHALL BE WITH INK OR TYPEWRITTEN OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
11. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.
12. CONFERENCE: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE
13. BID FORMS.  
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:
  - A. BID SUBMITTED ON PAPER 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 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 IN A SEALED ENVELOPE WITH THE BID NUMBER, OPENING DATE AND TIME DISPLAYED ON THE OUTSIDE OF THE ENVELOPE AND TIME STAMPED BEFORE BID OPENING OR VIA THE ONLINE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

14. 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.

15. 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.

16. 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 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.

17. 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.

18. 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.

19. DELIVERIES.

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

20. 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.

21. 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.

22. 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.

23. 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 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.

#### 24. 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.

#### 25. 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.

#### 26. APPLICABLE LAW.

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

#### 27. 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 EMPLOYMENT OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION 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, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, DISABILITY, OR AGE IN ANY MATTER RELATING TO EMPLOYMENT. 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.

#### 28. 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 7 DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

#### 29. 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.

30. SIGNATURE AUTHORITY.

ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

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.

PLEASE CIRCLE ONE:

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 COMMENDAM 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.

31. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39: 2192, IN AWARDED 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 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.

32. 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 FEDERAL 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.

33. PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

IN ACCORDANCE WITH-LA R.S. 39:1602.1, THE FOLLOWING APPLIES TO ANY BID WITH A VALUE OF \$100,000 OR MORE AND TO VENDORS WITH FIVE OR MORE EMPLOYEES:

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 ISRAEL-CONTROLLED TERRITORIES, WITH THE SPECIFIC INTENT TO ACCOMPLISH A BOYCOTT OR DIVESTMENT OF ISRAEL. THE BIDDER HAS ALSO NOT RETALIATED AGAINST ANY PERSON OR OTHER ENTITY FOR REPORTING SUCH REFUSAL, TERMINATION, OR COMERCIALLY 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.

34. CERTIFICATION OF NO FEDERAL 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 [HTTPS://WWW.SAM.GOV](https://www.sam.gov).

35. 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 OVER \$25,000.

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