



# STATE OF LOUISIANA

Office of State Procurement  
INVITATION TO BID

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW

10/04/2022  
10:00 AM CST

Vendor No.: \_\_\_\_\_  
Solicitation: 3000019851  
Opening Date: 10/04/2022

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

**Ship To Address:**

MARY REESE 225-634-6004  
DOC PRISON ENTERPRISES-DCI CHAIR PLANT  
DIXON CORRECTIONAL INSTITUTE 5568 HWY 68  
JACKSON, LA 70748

TO SUBMIT AN ELECTRONIC ONLINE  
RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:  
Office of State Procurement  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802

RFx Number: 3000019851  
Version: 1  
Buyer: BRITNEY MCCOY  
Buyer Phone: 225-342-8034  
E-Mail: britney.mccoy@la.gov  
Scheduled Begin Date:  
Scheduled End Date:  
T-Number:

**ONLINE BID RESPONSE LINK**

[https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm\\_boid=567620E9FB021EED8BC27DD8D85097D8](https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021EED8BC27DD8D85097D8)

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:** Chair & Stool Kits for DOC-PE

**RFx text:**

Due to the COVID-19 emergency situation, the Office of State Procurement is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

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

and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this bid opening. The link will be live at 9:55 AM on the date of bid opening.

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

To register as a vendor, access the following link:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](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 the 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 - 7

Attachment B - Line Item Responses - Pages 1 - 5

Attachment C - Online Bidding Instructions - Pages 1 - 10

**Bid delivery instructions for the Office of State Procurement:**

Refer to Page 1 in Attachment A – Special Terms and Conditions

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This solicitation is to establish a Blanket Order Contract to provide Chair & Stool Kits as specified for the Louisiana Department of Corrections - Prison Enterprises for an initial one (1) year period beginning Date of Award and ending June 30, 2023. At the option of the State of Louisiana and acceptance by the Contractor, this contract may be renewed for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract time not to exceed thirty-six (36) months.

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Blanket Order Contract: Items are to be called for by the using agency as needed. No shipments are to be made until the Agency calls or otherwise submits an order for shipment of a specific quantity. Quantities are estimated, and they may be increased or decreased as needed throughout the contract period. Individual order quantities, when called for, are based on the using agency's demand at the time of order. Minimum orders may be 1 unit, unless otherwise stated in this solicitation. A blanket order contract is not a guarantee of any quantity. Unit price should be inclusive of any freight charges. Contractor must be able to obtain and supply the item(s) at their bid price for the entire contract period and within the delivery timeframe provided for on their bid. Unused quantities must not be invoiced and will not be paid.

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Method of Award: It is the intent of the State to award this contract on an all-or-none basis to the overall lowest responsive, responsible bidder meeting the specifications. The State further reserves the right to reject individual line items from the award.

Invitation to bid: 3000019851  
 Open Date: 10/04/2022  
 T-Number:

Bidder:

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<p><b>Product Category:56101504</b>            Chair Kits</p> <p>To establish a contract to supply component parts for chair and stool kits for assembly and resale, as specified, to DOC / Prison Enterprises in accordance with the specifications, terms, and conditions as set forth herein for a period beginning Date of Award through June 30, 2023.</p> <p>Renewal Option: At the option of the State of Louisiana and acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. Total contract time may not exceed thirty-six (36) months.</p> <p>Quantities Estimated: The listed quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the State of Louisiana to increase or decrease the amount, at the same price and terms stated in the bid.</p> <p>Method of Award: Award to be on an All-or-None basis to the overall low bidder meeting the specifications. The State of Louisiana reserves the right to reject individual line items from the award.</p> <p>The following information is applicable to all lines on this contract:</p> <p>Vendor is to supply chair kits and all necessary component parts for assembly by Prison Enterprises, which will result in a line of chairs and accessories for purchase by agencies.</p> <p>Component parts will consist of but not be limited to: screws, foam, nails, seats, bases, wheels, back, chair controls, and fabric when specified.</p> <p>* See attached specifications, terms, and conditions.</p> <p>* Quantities listed represent estimated usages for a 12-month period.</p> <p>* Measurements listed are minimum or approximate measurements.</p> <p>* Small variations will be acceptable.</p> <p>Freight: Unit price shall be inclusive for all freight charges and shall not be paid separately. Items shall be FOB agency - Title passing upon receipt of goods.</p>	20	EA		

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 Open Date: 10/04/2022  
 T-Number:

Bidder:

Page 4 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<p>Delivery: To be delivered on a called for as needed basis. Deliveries accepted Monday through Friday, 7:00 AM to 2:00 PM, excluding holidays. Do not ship until called for by Agency.</p> <p>Fabric Task Chair:</p> <p>Chair Kit Specifications / Features:</p> <p>General Dimensions:            Seat Width: 18" +/- 1/2"            Seat Depth: 15 1/2" - 18"            Seat Height: 16 1/4" - 20 3/4"</p> <p>Overall Dimensions:            Chair Width: 36" +/- 1/2"            Chair Depth: 26" +/- 1/2"            Chair Height: 39 1/2" - 44"            Base Diameter: 26" +/- 1/2"</p> <p>Adjustable arms            Plastic base            Hard floor casters or carpet casters</p> <p>Kit to include the following:</p> <p>Grade A1 Fabric Choices: Merlot, Mustard Seed, Russet, Blue Lagoon, Periwinkle, Forest, Gunmetal, Midnight, Mesh (Black only), Black Leather</p> <p>* If additional fabric choices become available, the vendor is to notify PE</p> <p>Brand: OEI or Equal            Style: Alt 3 Adjustable Arm Chair Kit            Model #: ALT3U/ALTUAA/S/P/NHR/UXXX or Equal</p> <p>Delivery Terms: 7 Days After Receipt of Order</p> <p>Delivery Terms: To be delivered on a called for as needed by Agency basis. DO NOT SHIP UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Style Bidding: _____</p> <p>Specify Model# Bidding: _____</p> <p>Specify Seat Width Bidding: _____</p>				

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Seat Depth Bidding: _____ Specify Seat Height Bidding: _____ Specify Chair Width Bidding: _____ Specify Chair Depth Bidding: _____ Specify Chair Height Bidding: _____ Specify Base Diameter Bidding: _____ Specify Bidding Adjustable Arms: Yes _____ No _____ Specify Bidding Plastic Base: Yes _____ No _____ Specify Bidding Hard Floor or Carpet Casters: Yes _____ No _____ Specify Grade A1 Fabric Choices Bidding: _____ Specify Delivery Days ARO Bidding: _____				
2	<b>Product Category:56101504</b> Chair Kits  TASK CHAIR WITH ADJUSTABLE TASK ARMS:  Chair Kit Specifications / Features:  Free floating back Back height adjustable 3 position back lock 2 1/2" +/- 1/2" thick foam cushioned seat Seat slide option Adjustable T-arms Poly back shroud  General Dimensions: Seat Width: 20 1/2" +/- 1/2" Seat Depth: 18" +/- 1/2" Seat Height: 17 1/4" - 22 1/4" Back Width: 20" +/- 1/2" Back Height (above seat): 19 1/2" - 22 1/2"  Overall Dimensions: Chair Width: 25" +/- 1/2"	20	EA		

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<p>Chair Height: 37" - 45"</p> <p>Brand: OEI or Equal            Style: Ithaca Chair            Model#: OEI62/JR39/STD/SF-C or Equal</p> <p>Delivery Terms: 7 Days After Receipt of Order</p> <p>Delivery Terms: To be delivered on a called for as needed by Agency basis. DO NOT SHIP UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Style Bidding: _____</p> <p>Specify Model# Bidding: _____</p> <p>Specify Bidding Free Floating Back: Yes _____ No _____</p> <p>Specify Bidding Back Height Adjustable: Yes _____ No _____</p> <p>Specify Bidding 3 Position Back Lock: Yes _____ No _____</p> <p>Specify Size of Foam Cushioned Seat Bidding:            _____</p> <p>Specify Bidding Seat Slide Option: Yes _____ No _____</p> <p>Specify Bidding Adjustable T-Arms: Yes _____ No _____</p> <p>Specify Bidding Poly Back Shroud: Yes _____ No _____</p> <p>Specify Seat Width Bidding: _____</p> <p>Specify Seat Depth Bidding:            _____</p> <p>Specify Seat Height Bidding: _____</p> <p>Specify Back Width Bidding: _____</p> <p>Specify Back Height Bidding: _____</p> <p>Specify Chair Width Bidding: _____</p> <p>Specify Chair Height Bidding: _____</p> <p>Specify Delivery Days ARO Bidding:            _____</p>				

Invitation to bid: 3000019851  
 Open Date: 10/04/2022  
 T-Number:

Bidder:

Page 7 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
3	<p><b>Product Category:56101504</b>            Chair Kits</p> <p>STOOL SEATING WITHOUT ARMS:</p> <p>Chair Kit Specifications / Features:</p> <p>Free floating back            Back height adjustable            3 position back lock            2 1/2" +/- 1/2" thick foam cushioned seat            Seat slide option            Hard floor casters or glides            Without arms</p> <p>General Dimensions:            Seat Width: 20 1/2" +/- 1/2"            Seat Depth: 18" +/- 1/2"            Seat Height: 22 1/4" - 30"            Back Width: 20" +/- 1/2"            Back Height (above seat): 21" +/- 1/2"</p> <p>Overall Dimensions:            Chair Width: 25" +/- 1/2"            Chair Height: 43 1/2" - 56 1/2"</p> <p>Brand: OEI or Equal            Style: Ithaca Stool with No Arms            Model#: OEI63/NA/STD/SF/C or Equal</p> <p>Delivery Terms: 7 Days After Receipt of Order</p> <p>Delivery Terms: To be delivered on a called for as needed by Agency basis. DO NOT SHIP UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Style Bidding: _____</p> <p>Specify Model# Bidding: _____</p> <p>Specify Bidding Free Floating Back: Yes_____ No_____</p> <p>Specify Bidding Back Height Adjustable: Yes_____ No_____</p> <p>Specify Bidding 3 Position Back Lock: Yes_____ No_____</p> <p>Specify Size of Foam Cushioned Seat Bidding:            _____</p>	20	EA		

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 T-Number:

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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Bidding Seat Slide Option: Yes_____ No_____ Specify Bidding Hard Floor Casters or Glides: _____ Specify Bidding Without Arms: Yes_____ No_____ Specify Seat Width Bidding: _____ Specify Seat Depth Bidding: _____ Specify Seat Height Bidding: _____ Specify Back Width Bidding: _____ Specify Back Height (above seat) Bidding: _____ Specify Chair Width Bidding: _____ Specify Chair Height Bidding: _____ Specify Delivery Days ARO Bidding: _____				
4	<b>Product Category:56101504</b> Chair Kits  STOOL SEATING WITH ARMS:  Chair Kit Specifications / Features:  Free floating back Back height adjustable 3 position back lock 2 1/2" +/- 1/2" thick foam cushioned seat Seat slide option Hard floor casters or glides 360 degree pivot arms  General Dimensions: Seat Width: 20 1/2" +/- 1/2" Seat Depth: 18" +/- 1/2" Seat Height: 22 1/4" - 30" Back Width: 20" +/- 1/2" Back Height (above seat): 21" +/- 1/2"  Overall Dimensions: Chair Width: 25" +/- 1/2"	20	EA		



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 Open Date: 10/04/2022  
 T-Number:

Bidder:

Page 9 of 15

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<p>Chair Height: 43 1/2" - 56 1/2"</p> <p>Brand: OEI or Equal            Style: Ithaca Stool with Arms            Model#: OEI63/JR30/STD/SF/C or Equal</p> <p>Delivery Terms: 7 Days After Receipt of Order</p> <p>Delivery Terms: To be delivered on a called for as needed by Agency basis. DO NOT SHIP UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Style Bidding: _____</p> <p>Specify Model# Bidding: _____</p> <p>Specify Bidding Free Floating Back: Yes_____ No_____</p> <p>Specify Bidding Back Height Adjustable: Yes_____ No_____</p> <p>Specify Bidding 3 Position Back Lock: Yes_____ No_____</p> <p>Specify Size of Foam Cushioned Seat Bidding:            _____</p> <p>Specify Bidding Seat Slide Option: Yes_____ No_____</p> <p>Specify Bidding Hard Floor Casters or Glides:            _____</p> <p>Specify Bidding 360 Degree Pivot Arms: Yes_____ No_____</p> <p>Specify Seat Width Bidding: _____</p> <p>Specify Seat Depth Bidding:            _____</p> <p>Specify Seat Height Bidding: _____</p> <p>Specify Back Width Bidding: _____</p> <p>Specify Back Height (above seat) Bidding:            _____</p> <p>Specify Chair Width Bidding: _____</p> <p>Specify Chair Height Bidding: _____</p>				

Invitation to bid: 3000019851 Open Date: 10/04/2022 T-Number:	Bidder:	Page 10 of 15
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Delivery Days ARO Bidding: _____				

## 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.