

**Delgado Community College  
Purchasing Department  
501 City Park Avenue, Bldg. 37  
New Orleans, Louisiana 70119  
(504) 762-3027**

**Invitation to Bid**

**Bid Name:**

**R0026927 – Interior & Exterior Lighting Fixtures**

**Due by & to be opened on:**

**November 15, 2023 at 2:00PM CST**

**Contact Person:**

**Tracey Sheffield  
Purchasing Director  
(504) 762-3029**

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**NAME OF COMPANY**

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**ADDRESS**

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**CITY, STATE, ZIP**

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**PHONE NUMBER**

**FAX NUMBER**

**EMAIL**

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**SIGNATURE OF COMPANY REPRESENTATIVE**

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**NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE**

***\*\* This form must be completed and submitted with your bid***

## I. GENERAL INFORMATION

Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College  
O'Keefe Administration Building  
501 City Park Avenue, Building 37  
New Orleans, La 70119  
Email: [purchasingdept@dcc.edu](mailto:purchasingdept@dcc.edu)  
Fax: (504) 762-3089

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

Sealed bids may be submitted by mail or in person. Faxed or emailed Bids not accepted. Mailed bids and hand carried bids shall go to the address in item #1. If hand carried, Bids are to be delivered directly to the Purchasing Office. Do not leave on counter unattended. The bid name and number must be on the outside of the packaging, including any express mail packaging. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred may be viewed via the internet at [www.epls.gov](http://www.epls.gov).)

## II. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

Delgado Community College is seeking bids to provide flooring material as outlined on the Bid Form. No labor is associated with this purchase. Materials are to be shipped to the City Park Campus which is located at 615 City Park Avenue, New Orleans, LA 70119. Successful Bidder must contact the Receiving Department to arrange for onsite delivery of all materials. **Materials must be received within (4) four weeks from receipt of the purchase order**

### QUALIFICATIONS

Vendors Bidding this contract shall be in the business of supplying commercial grade flooring products for at least eight (8) years.

### PRE-BID/JOBSITE VISIT:

N/A

### ADDENDA:

Any questions arising from the specifications must be addressed in writing to the individual indicated in Section I, General Information, and will be answered via an Addendum. All questions must be submitted no later than **Wednesday, November 8, 2023 by 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions which are directly related only to the answers provided in the Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from

<https://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

### BID SUBMITTAL:

Bids must be sealed with the **Bidder's name, along with the name and number of the bid clearly written on the front of the envelope**. Bids are to be delivered to the person and location in Section I, General Information by the date and time stated on the title page. Faxed or emailed bids are not acceptable. If shipping via express mail, all information as listed above must be on the outside of the shipping packaging. Bids received without this information or after the due date and time will be automatically disqualified.

Bids **must be submitted on the forms furnished** for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for this proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with the above requirements will cause your bid to be disqualified.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

**MODIFICATION OR WITHDRAWAL OF BID:**

A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Delgado Community College Purchasing Office at the place and prior to the time designated for receipt of bids.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

**BIDDER REPRESENTATION:**

By signing and submitting a bid, Bidder acknowledges that he/she has, read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder agrees that his/her bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bidding Documents and addenda.

**END OF SECTION II**

### III. TERMS AND CONDITIONS

#### GENERAL TERMS & CONDITIONS:

1. Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.
2. Bidder must be able to provide the materials within (4) weeks from receipt of the purchase order. Bids that cannot meet the required delivery timeframe may be disqualified.
3. All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be clearly stated on the bid form. The College will not be responsible for freight charges not clearly stated as a part of this bid.
4. Delgado Community College reserves the right to reject any and all bids and to waive any informality.
5. It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.
6. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Vendor's disposition or returned to the Vendor via Freight Collect. If the Vendor fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
7. If item(s) or services bid do not fully comply with specifications, including brand and/or product number, bidder must state in what respect the item(s)/services deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
8. It is the intent of the College to award to a sole Bidder. However, the College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
9. Bidders must bid as specified.
10. Bids must be submitted in a sealed envelope with the bidder's name, and the name and number of the bid written on the front of the envelope. Bids received without this information will be disqualified.

11. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the College to increase or decrease the amount at the unit price stated in the bid.
12. In the event a greater quantity is needed, the right is reserved by the College to increase the amount, at the unit price stated in the bid, for six (6) months from the date of award.
13. If the Vendor fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Vendor making the original unsatisfactory or late delivery.
14. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College shall be final.
15. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
16. The college reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the College.
17. Materials must be new and sealed in their original packaging.
18. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the location designated by the College. Bidder must schedule an appointment with the receiving department prior to delivery.
19. In case of default by the Vendor, the College reserves the right to purchase any or all items in default on the open market, charging Vendor with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Vendor will be considered until the assessed charge(s) have been satisfied.
20. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
21. The terms and conditions of this purchase are to be governed by the laws of the State of Louisiana. No other terms and conditions may supersede.
22. By signing and submitting a Bid , the Bidder agrees to abide by all terms and conditions set forth in this solicitation.

**FORM OF AGREEMENT:**

The Form of Agreement between the College and Contractor for the work set forth herein will be the issuance of a purchase order.

**PAYMENT:**

Vendor will be paid via Net (30) terms after receipt of all materials. No pre-payment or deposits will be allowed.

Invoices must be submitted to the College's Office of Accounts Payable and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing office. All material must be itemized per the unit pricing per their submitted Bid.

**INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING**

Any questions arising from the specifications must be addressed in writing and will be answered via an Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

**DISCRIMINATORY PRACTICES:**

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, and suppliers to take affirmative action to affect this commitment in its operations.

Both the College and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

**SUBCONTRACTORS/SUPPLIERS:**

The successful Bidder will be the prime contractor. The College will not be responsible for any third-party agreements or negotiation between the Bidder and their supplier(s)

**SUBSTITUTIONS AND EQUIVALENTS:**

Bidders must Bid as specified.

***END OF SECTION III***



**V. BID FORM**  
**R0026754 – Flooring Materials**

Bidder must provide pricing per the unit of measurement as listed on the Bid Form. Bid prices listed in any other manner will not be accepted. Bidder must bid on all materials and must bid on the Bid Form provided. Bidders own form is not an acceptable submittal.

No.	Item	Qty	UOM	Price Ea	Extended Price
1.	Roppe 995 Hammered Design Treads with Attached Risers Tile Color 123 Charcoal, 54" LF each, total of 108 LF	24	EA		
1A..	Roppe 995 Hammered Design Treads Landing Tile 19.7" x 19.7" SF, total 54 sf	20	EA		
2.	Roppe 700 Series 6" x 120' Vinyl Roll Base Cover, Color 123 Charcoal, total 760 LF	7	CTN		
3.	Roppe 700 Series 6" x 120' Vinyl Roll Base Cove, Color 169 Hunter Green, total 250 LF	3	CTN		
4.	Shaw 9" x 48" Style 4372 V Inlet 20 Mil, Color 72103 Valley, total 2,644 sf	111	CTN		
5.	Shaw 24" x 24" Style 4077 V Compound, 20 Mil, Color 77405 Patina, total 415 sf	13	CTN		
6.	Dal Tile 12" x 24" Style Portfolio, Color PF02 White, total 2750 sf	151	CTN		
7.	Dal Tile 12" x 24" Style Portfolio, Color PF12 Skyline Blend, total 300 sf	75	CTN		
8.	Dal Tile 2" x 2" Mosaics Mesh Mounted on 12" x 24" Sheets, Style Portfolio, Color PF05 Ash Gray, total 96 sf	48	Sheets		
9.	Dal Tile 12" x 24" Floor Tile Style Portfolio, Color PF05 Ash Gray, total 664 SF	39	CTN		

10.	Dal Tile 12" x 24" Floor Tile Style Portfolio, Vivid Color Emerald Green, total 106 sf	7	CTN		
11.	Dal Tile 3" x 6" Style Wheel Classic, Color 0190 Artic White, total 125 sf	10	CTN		
12.	Shaw 18" x 36" Style ST444 Chromatine. Tile Color 07396 Viridian Charcoal, 110 sq yards total	22	CTN		
13.	Shaw 9" x 36" Style ST109 Saturate Tile Color 07396 Viridian, total 25 sq yards	5	CTN		
14.	Shaw 18" x 36" Style ST444 Chromatone Tile Color 07555 Silver Charcoal, total 20 sq yards	4	CTN		
15.	Shaw 24" x 24" Style ST478 Diffuse Tile Color 78518 Cool Green, total 64 sq yards	12	CTN		
16.	Dal Tile 6" x 24" Straight Back Style Portofino, Color PF02 White, total 170 SF	20	CTN		
17.	Freight & Delivery	1	LOT		

**TOTAL PRICE \$ \_\_\_\_\_**

**Acknowledgement of all addenda is mandatory. If Addenda is not acknowledged, the Bid will be rejected.**

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No: \_\_\_\_\_ Dated: \_\_\_\_\_

**R0026754 – Flooring Materials BID FORM PAGE 2**

*Bidder declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents, d) has had opportunity to submit any questions for clarification all in accordance with the Bidding Documents as prepared by the College Purchasing Office.*

**By signing below, the Bidder agrees that he/she complies with all bid requirements, instructions, specifications, terms and conditions and special conditions as stated in the bid.**

**Signature** \_\_\_\_\_

**Title**\_\_\_\_\_

**Company**\_\_\_\_\_

***\*Bid must be submitted on this form***

**END OF BID DOCUMENTS**