

“ADVERTISEMENT FOR BIDS”

Sealed bids will be received for the State of Louisiana by the Purchasing Department of The University of Louisiana Monroe, Purchasing Department, Coenen Hall #140, 4014 LaSalle Street (physical address) or 700 University Avenue (mailing address), Monroe LA 71209-2250 until 10:00 A.M. CST, Wednesday, May 8, 2024.

Any person requiring special accommodations shall notify the Purchasing Department of the type(s) of accommodation required not less than seven days before the bid opening date.

Bid #50006-100 – HVAC Filters

Complete bidding documents may be obtained from the Director of Purchasing, The University of Louisiana at Monroe, Monroe, Louisiana 71209-2250, via fax request at 318-342-5218 or the State of Louisiana LaPac page: <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp> by referencing Bid #50006-100. Bids must be returned to the Purchasing Office in sealed envelopes. Bids must be submitted on the forms enclosed herewith, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing bid must be shown on bid.

The owner reserves the right to reject any and all bids for just cause. In accordance with LA R.S. 38:2212(A)(1)(b), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

No bid may be withdrawn for a period of thirty (30) days after receipt of bids, except under the provisions of LA R.S. 38:2214.

The University of Louisiana at Monroe adheres to the equal opportunity provisions of federal civil rights laws and regulations.

The University of Louisiana at Monroe

Purchasing Department

700 University Avenue

Monroe, LA 71209

Fax: 318-342-5218

Bid #100 HVAC Air Filters

Due: 05/08/24 @ 10:00 AM DST

SPECIAL CONDITIONS:

1. PLEASE SUBMIT YOUR QUOTE ON THE FOLLOWING ITEMS. ALL ITEMS ARE AS SPECIFIED OR APPROVED EQUAL. THE BRAND NAME GIVEN IS TO ESTABLISH THE QUALITY DESIRED AND DOES NOT EXCLUDE OTHER BRANDS.
2. IF BIDDING OTHER THAN SPECIFIED, SUFFICIENT INFORMATION SHOULD BE ENCLOSED WITH THE BID IN ORDER TO DETERMINE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS.
3. FAILURE TO COMPLY WITH THIS REQUEST MAY ELIMINATE YOUR BID FROM CONSIDERATION.
4. ANY ADDITIONS, DELETIONS, OR VARIATIONS FROM THE SPECIFICATIONS SHOULD BE NOTED IN WRITING.
5. ANY INTERPRETATION OF THE DOCUMENTS WILL BE MADE BY ADDENDUM ONLY ISSUED BY THE PURCHASING DEPARTMENT. YOU MAY FAX QUESTIONS TO THE PURCHASING DEPARTMENT AT 318/342-5218.
6. ALL INQUIRIES MUST BE REDUCED TO WRITING AND SENT TO THE PURCHASING DEPARTMENT. INQUIRIES MAY BE PROVIDED BY MAIL, FAX, E-MAIL, HAND DEVELIVERY, ETC. ANSWERS TO ALL INQUIRIES WILL BE PROVIDED BY THE PURCHASING DEPARTMENT UPON WRITTEN REQUEST.
7. ALL LINE ITEMS BID MUST HAVE A BRAND SPECIFIED.
8. ALL SHIPPING AND HANDLING CHARGES MUST BE INCLUDED IN UNIT BID QUOTE PRICE.
9. PLEASE STATE ESTIMATED DELIVERY TIME AFTER RECEIPT OF ORDER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. ANY CLAIMS OR CONTROVERSIES ASSOCIATED WITH THE CONTRACT ISSUED AS A RESULT OF THIS SOLICITATION WILL BE RESOLVED IN ACCORDANCE WITH THE PROVISIONS OF LSA-R.S 39:1672.2 – 1672.4.
11. UNLESS OTHERWISE SPECIFIED, BIDS ON THIS CONTRACT WILL BE ASSUMED TO BE FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE SPECIFIED CONTRACT PERIOD
12. THE UNIVERSITY OF LOUISIANA AT MONROE RESERVES THE RIGHT TO INSPECT FILTER MEDIA PRIOR TO AWARD OF THE BID.
13. ALL OR NONE AWARD: ALL ITEMS WILL BE AWARDED TO ONE VENDOR, THAT IS, THE VENDOR WITH THE LOWEST PRICE MEETING SPECIFICATIONS WILL BE AWARDED ALL ITEMS.
14. IF BIDDING OTHER THAN SPECIFIED, PLEASE SUBMIT DETAILED SPECIFICATIONS, ILLUSTRATIONS, AND DESCRIPTIVE LITERATURE WITH YOUR BID. BIDDER IS TO GIVE THEIR CATALOG/BRAND/ITEM NUMBER IN BLANK PROVIDED FOR EACH ITEM.

**SPECIFICATIONS:**

We invite your quote on furnishing Air Filters for HVAC Equipment for award period through June 30, 2025. Please be advised this is a blanket bid and the unit prices quoted are to remain firm for this period.

The quantities indicated are the approximate number which will be required during this period; however, no specific quantities are guaranteed.

Based upon mutual agreement between the University of Louisiana at Monroe and the successful bidder, this contract may be extended for **four** (4) additional twelve (12) month periods at the same price and terms. Both parties must agree to any extension and the decision will be made at one-year intervals. These renewals are contingent upon funding by the Louisiana State Legislature.

The University may at its option cancel the contract upon thirty (30) days written notice.

Any additions, deletions, or variations from the specifications should be noted in writing per item. Any interpretation of the documents will be made by addendum only, issued by the Purchasing Department.

All line items bid must have a brand specified. Delivery is expected within 10 to 15 business days. Filters will be delivered to one central location.

This is a blanket bid, items will be ordered on an "as needed" basis. Award to be made on an all-or-none basis. Award shall be made to the overall lowest responsive bidder meeting the written specification. The State of Louisiana reserve the right to delete line item(s) from award.

**100% SYNTHETIC MEDIA WITH NO WIRE SUPPORT. Merv 8 pleated with 28 point carrier board frame. UL Class 2. 12 pleats per lineal foot. Heavy duty pleated air filters.**

**See attached for sizes and estimated usage per year.**

**University of Louisiana at Monroe (ULM)**

**BID #100 – HVAC Filters**

**Bid Specifications**

1. **ADMINISTRATIVE AND GENERAL INFORMATION**
   1. **Purpose and Scope of Work**

The purpose for this Invitation to Bid (ITB) is to obtain competitive bids from qualified bidders who will provide Air Filters for HVAC Equipment. Be advised that this is a blanket bid and the unit prices quoted are to remain firm for the full term, including any potential renewal terms.

* 1. **Contract Term**

The contract period shall be for period commencing bid award date or upon issuance of a purchase order, and ending June 30, 2025. If mutually agreeable between the successful Bidder and University of Louisiana at Monroe, the contract may be renewed for four (4) additional twelve (12) month periods at the same prices, terms and conditions, not to exceed sixty (60) months.

* 1. **Termination**

Termination for Convenience: ULM may terminate this Agreement for convenience at any time (1) by giving thirty (30) days written notice to the Bidder of such termination; or (2) by negotiating with the Bidder an effective date. The State shall pay the Bidder 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.

Termination for Cause: ULM may terminate this Agreement for cause based upon the failure of Bidder to comply with the terms and/or conditions of the Agreement provided that ULM shall give the Bidder written notice specifying the Bidder’s failure. If within thirty (30) days after receipt of such notice, the Bidder shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then ULM may, at its option, place the Bidder in default and the Agreement shall terminate on the date specified in such notice.

The Bidder may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of ULM to comply with the terms and conditions of this Agreement, provided that the Bidder shall give ULM written notice specifying ULM’s failure and a reasonable opportunity for ULM to cure the defect.

Termination for Non-Appropriation of Funds: The continuation of this Agreement is contingent upon the appropriation of funds by the legislature to fulfill the requirements of this Agreement. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

* 1. **Piggyback**

ULM and eight other institutions are governed by the University of Louisiana System. ULM declares that the successful bidder may extend the services requested under this ITB to any of the University of Louisiana System institutions under the same terms as represented to ULM in the bidder’s response, all in accordance with the provisions of LA R.S. 39:1702(A). Other University of Louisiana System institutions include: Grambling State University, Louisiana Tech, McNeese State University, Nicholls State University, Northwestern State University, Southeastern Louisiana University, University of Louisiana at Lafayette, and University of New Orleans.

**1.5 BIDDER INQUIRIES**

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Purchasing Department personnel in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Bidders may submit inquiries via email to the co-procurement buyers: Rose Joseph at joseph@ulm.edu and Chelsea Carter at chcarter@ulm.edu. Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than \_Tuesday, 04/24/24\_\_. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents

1. **PRICING SCHEDULE**

Bidder shall provide a firm, fixed price for each of the filter sizes specified, and provide the Manufacturer or Brand name and the Model Number of the items they are bidding on.

| **Item #** | **Manufacturer / Brand or approved equal** | **Size - W x H x D (in inches)** | **Estimated Quantity** | **Unit Price** | **Extended Price** | **Manufacturer / Brand**  **(if other than specified)** | **Model #** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Koch | 10x27x1 | 12 |  |  |  |  |
| 2 | Koch | 10x36x1 | 12 |  |  |  |  |
| 3 | Koch | 10x60x1 | 12 |  |  |  |  |
| 4 | Koch | 11 3/8c 23 3/8 x2 | 48 |  |  |  |  |
| 5 | Koch | 11 5/16x23 5/16x1 | 12 |  |  |  |  |
| 6 | Koch | 11x42x1 | 36 |  |  |  |  |
| 7 | Koch | 11x45 7/8x1 | 12 |  |  |  |  |
| 8 | Koch | 11x57 3/4x1 | 48 |  |  |  |  |
| 9 | Koch | 12x12x1 | 240 |  |  |  |  |
| 10 | Koch | 12X16X1 | 84 |  |  |  |  |
| 11 | Koch | 12X18X1 | 360 |  |  |  |  |
| 12 | Koch | 12X20X1 | 24 |  |  |  |  |
| 13 | Koch | 12X20X2 | 144 |  |  |  |  |
| 14 | Koch | 12X24X1 | 168 |  |  |  |  |
| 15 | Koch | 12X24X2 | 84 |  |  |  |  |
| 16 | Koch | 12X24X4 | 72 |  |  |  |  |
| 17 | Koch | 12x36x1 | 72 |  |  |  |  |
| 18 | Koch | 12x48x1 | 108 |  |  |  |  |
| 19 | Koch | 24x48x1 | 12 |  |  |  |  |
| 20 | Koch | 13 5/16x17 3/8x1 | 12 |  |  |  |  |
| 21 | Koch | 14x30x1 | 12 |  |  |  |  |
| 22 | Koch | 15x20x1 | 12 |  |  |  |  |
| 23 | Koch | 15x20x2 | 96 |  |  |  |  |
| 24 | Koch | **15x30x1** | 0 |  |  |  |  |
| 25 | Koch | 16x16x1 | 12 |  |  |  |  |
| 26 | Koch | 16x16x2 | 96 |  |  |  |  |
| 27 | Koch | 16x20x1 | 204 |  |  |  |  |
| 28 | Koch | 16x20x2 | 720 |  |  |  |  |
| 29 | Koch | 16x21x2 | 84 |  |  |  |  |
| 30 | Koch | 16x25x1 | 732 |  |  |  |  |
| 31 | Koch | 16x25x2 | 840 |  |  |  |  |
| 32 | Koch | 16X30X1 | 120 |  |  |  |  |
| 33 | Koch | 17X20X1 | 36 |  |  |  |  |
| 34 | Koch | 17 5/16X23 5/16X1 | 12 |  |  |  |  |
| 35 | Koch | 17x24x1 | 12 |  |  |  |  |
| 36 | Koch | 18x20x2 | 24 |  |  |  |  |
| 37 | Koch | 18X24X1 | 12 |  |  |  |  |
| 38 | Koch | 18x24x2 | 48 |  |  |  |  |
| 39 | Koch | 20X20X1 | 180 |  |  |  |  |
| 40 | Koch | 20X20X2 | 348 |  |  |  |  |
| 41 | Koch | 20X20X4 | 1248 |  |  |  |  |
| 42 | Koch | 20X24X1 | 24 |  |  |  |  |
| 43 | Koch | 20X24X2 | 636 |  |  |  |  |
| 44 | Koch | 20X24X4 | 660 |  |  |  |  |
| 45 | Koch | 20X25X1 | 132 |  |  |  |  |
| 46 | Koch | 20X25X2 | 900 |  |  |  |  |
| 47 | Koch | 20X30X1 | 504 |  |  |  |  |
| 48 | Koch | 20X44X1 | 12 |  |  |  |  |
| 49 | Koch | 20X48X1 | 24 |  |  |  |  |
| 50 | Koch | 23 ¾ x 23 ¾ x2 | 156 |  |  |  |  |
| 51 | Koch | 24X24X1 | 60 |  |  |  |  |
| 52 | Koch | 24X24X2 | 516 |  |  |  |  |
| 53 | Koch | 24X24X4 | 36 |  |  |  |  |
| 54 | Koch | 7 ½ x25 x 1 | 36 |  |  |  |  |
| 55 | Koch | 7 1/2X18X1 | 252 |  |  |  |  |
| 56 | Koch | 7 1/2X25 1/2X1 | 24 |  |  |  |  |
| 57 | Koch | 7 1/2X32 1/8X1 | 84 |  |  |  |  |
| 58 | Koch | 7 1/2X46X1 | 24 |  |  |  |  |
| 59 | Koch | 7 5/8 X59 3/4 X1 | 80 |  |  |  |  |
| 60 | Koch | 7 5/8X11 3/4X1 | 12 |  |  |  |  |
| 61 | Koch | 7 5/8X23 3/4X1 | 24 |  |  |  |  |
| 62 | Koch | 7 5/8x17 5/16x1 | 12 |  |  |  |  |
| 63 | Koch | 7 ½ x 46 ¾ x 1 | 84 |  |  |  |  |
| 64 | Koch | 8 1/2X19 1/2X1 | 12 |  |  |  |  |
| 65 | Koch | 8 1/4X32X1 | 30 |  |  |  |  |
| 66 | Koch | 8 7/8 x 42 1/8 x 1 | 172 |  |  |  |  |
| 67 | Koch | 8 ¾ x 16 ¾ x 1 | 444 |  |  |  |  |
| 68 | Koch | 8 7/8X19 1/2X1 | 84 |  |  |  |  |
| 69 | Koch | 7 ½ x 43 7/8 x1 | 60 |  |  |  |  |
| 70 | Koch | 8 7/8X24 1/4X1 | 24 |  |  |  |  |
| 71 | Koch | 8 7/8X42 1/8X1 | 204 |  |  |  |  |
| 72 | Koch | 8 7/8X46X1 | 84 |  |  |  |  |
| 73 | Koch | 8 7/8X59X1 | 12 |  |  |  |  |
| 74 | Koch | 8 7/8X61 1/8X1 | 96 |  |  |  |  |
| 75 | Koch | 8X31 1/4X1 | 12 |  |  |  |  |
| 76 | Koch | 9 7/8X59 7/8X1 | 12 |  |  |  |  |
| 77 | Koch | 9X20X1 | 36 |  |  |  |  |
| 78 | Koch | 9X30X1 | 72 |  |  |  |  |
|  | **TOTAL FOR ALL LINE ITEMS:** | | |  |  |  |  |