

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

**Invitation to Bid**

**Bid Name:**

**Term Contract/Bid No: 40006-161  
Maintenance of Fire Alarm Life Safety Systems**

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

**May 20<sup>th</sup>, 2024 at 2:00PM CST**

**Contact Person:**

**Tracey Sheffield  
Director of Purchasing  
(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

1. 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.

2. 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 & license number (if applicable) 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. BID FORM

### Service Contract No: 161 Maintenance of Fire Alarm Life Safety Systems

<u>Item No</u>	<u>Qty</u>	<u>UOM</u>	<u>Description</u>	<u>Monthly Price</u>	<u>Extended price</u>
(1)	12	Mo	CITY PARK CAMPUS: Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____
(2)	12	Mo	WEST BANK CAMPUS: Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____
(5)	12	MO	SIDNEY COLLIER CAMPUS: Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____
(6)	12	MO	WEST JEFFERSON TECHNICAL Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____
(7)	12	MO	MARINE FIRE SCHOOL: Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____
(8)	12	MO	RIVER CITY CAMPUS: Monthly Maintenance of Fire Alarm Life Safety Systems (including parts and labor per the specifications)	_____	_____

**TOTAL PRICE FOR ANNUAL MAINTENANCE (ALL CAMPUS):** \_\_\_\_\_

**Please list hourly rate for repair work outside of the regularly scheduled maintenance:**

Hourly Emergency Rate: \_\_\_\_\_

Hourly Straight Time Rate: \_\_\_\_\_

**Note:** If the materials needed to perform any repair exceed the threshold where competition is required, the College reserves the right to obtain competitive bids for the materials and provide the materials to the Vendor to perform the repair. The College also reserves the right to bid any major repair work.

Addendum No: _____ Dated: _____	Addendum No: _____ Dated: _____
Addendum No: _____ Dated: _____	

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 or any addenda, d) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Office and Facility Services.

**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.**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

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

### III. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

Delgado Community College is seeking bids to provide annual maintenance and repair of the fire alarm life safety systems in multiple buildings on the following Campus':

City Park 615 City Park Ave New Orleans, LA 70119	West Bank 2600 General Meyer Ave New Orleans, LA 70114	River City Campus 709 Churchill Parkway Avondale, LA 70094
Marine Fire School 13200 Old Gentilly Road New Orleans, LA 70129	Sidney Collier Campus 3727 Louisa Street New Orleans, LA 70126	West Jefferson Technical 475 Manhattan Blvd Harvey, LA 70058

#### QUALIFICATIONS:

Vendors/Contractors Bidding this contract shall have at least five (5) years of experience as a contractor in the field of Fire Alarm Maintenance, and shall be required to perform the work set forth in the specifications. Each vendor shall present documentation verifying their experience in Fire Alarm Maintenance. Bidder must complete [Attachment B, References Form](#) and submit with their bid. Vendor is required to be licensed and certified by the State Fire Marshall and the Louisiana State Licensing Board for the installation, repair and replacement of fire alarm systems at a minimum a Category IX, Specialty Class: Alarm Systems & Equipment license. Service personnel shall be qualified by training. The Vendor shall be required to present credentials from the State Fire Marshall (licenses and certifications) prior to any contract and may be required to provide at the College's request proof of training of Service Personnel.

#### PRE-BID/JOBSITE VISIT:

In order to allow for visitation to all campuses. Two [non-mandatory pre-bid jobsite visits](#) have been scheduled for all Bidders to view each site/building where the work is to be performed. Bidders will meet with the Delgado Community College Safety & Risk Manager, Scott St. Pierre for a tour of each campus as follows:

##### [Thursday, May 2nd, 2024 at 9:00AM CST](#)

- City Park Campus

Bidders are to meet in the Facilities Office in Building 10 at Delgado Community College's City Park Campus located at 615 City Park Avenue, New Orleans, LA 70119.

##### [Friday, May 3rd, 2024 at 9:00AM CST](#)

- River City Campus
- West Jefferson Campus
- West Bank Campus
- Sidney Collier Campus
- Marine fire School

Bidders are to meet at the River City Campus in the lobby of Building 1. Bidders are expected to arrive on time. Anyone arriving late will only be allowed to begin their site visit at the point the tour is at the time of their arrival.

Although not required, it is strongly recommended that bidders attend the job site visits to ascertain the scope of the work to be performed. This will be the only times scheduled to visit the sites.

**ADDENDA:**

Any questions arising from the specifications or the pre-bid conference must be addressed in writing to the individual indicated in Section I, General Conditions, and will be answered via an Addendum. All questions must be submitted no later than **Wednesday, May 8th, 2024 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.cfrd.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

**BID SUBMITTAL:**

Bids must be sealed with the **Bidder's name, license number (if applicable) 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 visited the site, read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder is advised to carefully consider all College physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the College except as expressly permitted by the College in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to College premises. Such examinations may be made only in the offices of the College Facility Services as part of the Mandatory Pre-Bid Conference.

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.

**INSURANCE:**

Bidders are to comply with the insurance requirements as stated in Section V of the bid. The provided **indemnification form** (see *Attachment A*) must be completed and submitted with your bid. Failure to comply with these requirements will result in disqualification of your bid.

The successful bidder will be responsible for ensuring that Delgado receives the required **insurance certificate** after the notice of award (as per terms and conditions) in a timely manner in order to meet the required work expectancy timeframe. No work may commence until a proper certificate is received.

**END OF SECTION III**

## IV. TERMS AND CONDITIONS

### GENERAL TERMS & CONDITIONS:

- A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.
- Bid openings are subject to any safety rules and regulations of Delgado Community College or laws of the State of Louisiana as it pertains to public safety.
- No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
- 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.
- Delgado Community College reserves the right to reject any and all bids and to waive any informality.
- 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.
- All shipping, handling, materials, labor or any other charges necessary to compete this job must be included in amount bid. Items not listed but necessary for completion of the job shall be furnished as part of the bid. Additional costs disclosed later will be at the expense of the vendor.
- All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be included in the unit price. The College will not be responsible for freight charges not clearly stated as a part of this bid.
- 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.
- The College shall have the right to reject any or all bids not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.
- The Bid will be awarded on the basis of the lowest total cost as determined by the College.
- 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.
- Bidder must be a Louisiana licensed contractor who is licensed to perform the work as outlined in the specifications. The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.
- Bidder must be able to provide a project timeline if requested by Delgado Community College



- If item(s) or services bid do not fully comply with specifications, including brand and/or product number or work, bidder must state in what respect the item(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.

**CONTRACT TERM & AGREEMENT:**

The term of the agreement will begin on July 1, 2024 through June 30, 2025 with the option to renew for up to two (2) twelve (12) month periods if mutually agreeable. Contract extensions may not exceed thirty-six (36) months total.

Escalation Clause; Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The College reserves the right to approve or disapprove the price increase.

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

**ADDITIONAL SITES:**

The College reserves the right to add or subtract sites to this contract during the course of the agreement. The College will request the addition/subtraction from the Vendor/Contractor, and a price will be negotiated and agreed upon at that time.

**PAYMENTS:**

Contractor will be paid after work is satisfactorily completed and upon recommendation of the College Representative.

Payment for services shall be made to the Contractor once a month after receipt by the College of an invoice (or invoices) and the inspection reports by which the Bidder certifies, and the College agrees, that all the invoiced work was performed in accordance with the specifications. Invoices will not be paid prior to 30 days from receipt of invoice or completion of services/receipt of project.

All invoices should be submitted to the College's Office of Accounts Payable and the Safety & Risk Manager and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing office. Invoices must be accompanied by the service report(s) or reference the service report(s) if the report(s) was already submitted to Facilities & Planning. For repair work, the service report must reference who requested the work, why the work was needed, and what work was performed. Lump sum invoices for any invoices will not be processed. All work must be itemized and include a breakdown per the unit pricing and material markup, if applicable, per the bid.

**INSURANCE:**

Vendor compliance with the attached insurance and indemnification requirements is mandatory. A completed copy of the ***indemnification agreement*** (*Attachment A*) must be submitted with the bid. Failure to do so will result in immediate disqualification of the bid. Upon award, a certificate of insurance must be submitted to Delgado Community College, delineating Delgado Community College as the certificate holder prior to the commencement of any work.

#### **TERMINATION OF AGREEMENT:**

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

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

- **Termination for non-appropriation of funds** - The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, 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 contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Termination for Convenience** - The College may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for work performed (monthly charges to be prorated) to the extent work has been performed satisfactorily.

If, for any reason, the Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the College. Contractor shall perform all work satisfactorily as contracted until the determined termination date

- **Cancellation Conditions** - In any of the following cases, the College shall have the right to immediately cancel the contract agreement due to:  
The interruption of operation in any of the contacted facilities or the College beyond its control; failure of the Contractor to maintain a satisfactory performance bond or adequate insurance coverage; wherever the contractor is guilty of misrepresentation; wherever the contract agreement was obtained by fraud, collusion, conspiracy, or other unlawful means, or the contract agreement conflicts with any statutory and constitutional provision of the State of Louisiana or the United States. In case of default by the Contractor, the College reserves the right to purchase any or all items or services in default on open market, charging the Contractor with any excessive costs. Until these excessive costs are paid to the College, the Contractor shall not do business with the College again.
- **Implementation of Termination** - The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification and be compensated for such work.

In the event of termination or reduction in the scope of work by the College, the College shall pay the Contractor for all work satisfactorily performed up to the effective date of termination or reduction in the

scope of work, in accordance with the prices included in Contractor's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work.

Upon termination as above, the Contract Administrator shall make final determination of the amount due the Contractor for work performed.

**INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING**

Any questions arising from either the specifications and/or jobsite visit 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 effect 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 insure 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:**

All subcontractors must be identified and approved in writing in advance by the College. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

It is the Contractor's responsibility to ensure that his subcontractors are properly licensed and insured and adhere to all rules and responsibilities as outlined in the bid documents.

**SERVICES AND MATERIALS:**

Vendor will be required to perform all work outlined within these specifications. The price bid must be inclusive of all labor, materials, tools, travel & personnel.

Materials used must meet or exceed the manufacturer's recommended parts for the for the fire alarm systems being maintained. Any materials used by the Vendor in the performance of the work that are not certified to work with the units, and cause damage or inoperability, the repairs will be done at the sole expense of the Vendor.

**REPAIRS:**

For any repair requests, vendor must provide a detailed quote showing the cost for labor based upon the hourly rates established in the Bid Documents and the cost of the materials.

Materials used for the repair must meet or exceed the manufacturer's recommended parts for the fire alarm systems specified in this solicitation. Vendor is to provide all part numbers for any parts used. Any materials for a repair which exceed the threshold where competition is required, the College reserves the right to Bid those materials and provide them to the Vendor to perform the repair. The College also reserves the right to bid any major repair work.

*END OF SECTION IV*

## **V. INSURANCE REQUIREMENTS FOR VENDORS**

The Contractor/Vendor shall purchase and maintain for the duration of the contract/work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor/Vendor, its agents, representatives, employees or subcontractors.

### **A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

#### **1. Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensations law of the State of Louisiana. Employers Liability is included with a minimum limit of \$500,000 per accident/per disaster/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability increased to a minimum of \$1,000,000.

#### **2. Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims made form is unacceptable.

#### **3. Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

### **B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor/Vendor shall be responsible for all deductibles and self-insured retentions.

### **C. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain the following provisions:

1. General Liability and Automobile Liability Coverage's
  - a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the contractor/vendor. ISO Form CG 20 10 (current form approved for use on Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection to the Agency.
  - b. The Contractor's/Vendor's insurance shall be primary as respects to the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
  - c. The Contractor's/Vendor's insurance shall apply separately to each insured against whom claim is made or suit brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. Coverage/Vendor shall not be cancelled, suspended, or violated by either party (the Contractor/Vendor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's/Vendor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor/Vendor from the obligations of the insurance requirements or the indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor/Vendor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

**D. ACCEPTABILITY OF INSURERS**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers compensations only.

If at any time an insurer issuing any such policy does not meet the minimum A.M Best rating, the Contractor/Vendor shall obtain a policy with an insurer that meets the A.M Best rating and shall submit another Certificate of Insurance as required in the contract.

**E. VERIFICATION OF COVERAGE**

Contractor/Vendor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor/Vendor shall submit the declarations page and cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor/Vendor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor/Vendor to purchase and/or maintain any required insurance shall not relieve the Contractor/Vendor from any liability or indemnification under the contract.

**F. SUBCONTRACTORS**

Contractor/Vendor shall include all subcontractors and as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

**G. WORKERS COMPENSATION INDEMNITY**

In the event the Contractor/Vendor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor/Vendor, its owners, agents and employees will have no cause of action against, and it will not assert a claim against the State of Louisiana, its departments, agencies, agents and employer, whether pursuant to the Louisiana Workers Compensation Act, or otherwise under any

circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents, and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor/Vendor, its owners, agents and employees. The parties further agree that the Contractor/Vendor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor/Vendor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

#### **H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

Contractor/Vendor agrees to protect, defend, indemnify, save and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents servants, employees and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of the Contractor/Vendor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor/Vendor as a result of any claims, demands, suits or causes of action, except those claims, demands suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor/Vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

*END OF SECTION V*



## **VI. TECHNICAL SPECIFICATIONS**

### **SECTION 01000**

#### **GENERAL CONDITIONS**

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

##### **1.01 SCOPE**

Contract to provide for the maintenance and repair to the fire alarm life safety systems in various buildings on the College Campus.

Bid Item "A": All work described in these documents.

Bid Item "B": Unit prices for labor (straight, overtime, and holiday (For the work that may be due to factors over and above what is covered as specified herein as per Bid Item "A".)

Contract Time: From beginning 7/1/2024 through 6/30/2025 with the option to renew for two (2) consecutive twelve (12) month periods if mutually agreeable.

Provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with these Specifications.

Bid Evaluation: Determination of the Low Bidder shall be on the basis of bid amount and all required documents enclosed at the time of the bid opening.

All work will be coordinated with the contractor and the Safety & Risk Manager prior to the work beginning.

##### **1.02 NON-MANDATORY SITE INVESTIGATION**

It is recommended that prospective bidders visit the site to make measurements, review existing conditions, and if required, review the Building Plans on file in the Facility Services Office if the prospect warrants same. A thorough understanding of the project per these Technical Specifications and/or accompanying drawings is imperative. Opportunity for the site visit and inspection is provided in Section III "INSTRUCTIONS & REQUIREMENTS FOR BIDDERS."

##### **1.03 REVIEW OF DOCUMENTS**

The Contractor shall carefully study and compare the field conditions, Drawings and Specifications and shall at once report to the College Representative errors,

inconsistencies or omissions discovered. Copies of inspection reports are available upon request from the Office of Facilities and Planning.

#### 1.04 PROJECT MEETINGS

If called by the College Representative, a Pre-Service Conference between the Contractor, his on-site representative and the College Representative will be held in order to clarify and discuss College policies and specific items of concern as pertained to the Contract. Progress meetings will be scheduled at the discretion of the College Representative.

#### 1.05 COORDINATION

Coordinate service schedule with the College Representative so as not to interfere with the ongoing operation of the College. If for any reason, shut down of utilities is required on this project, it is imperative that the College Representative be consulted in advance.

#### 1.06 TRAFFIC CONTROL

Coordinate the schedule of delivery vehicles which will interfere with normal campus traffic. When deliveries are made from the street curb, provide sufficient properly attired and equipped flagmen to safely control and maintain the flow of traffic. It is the policy of the Delgado Community College to provide full access to all disabled individuals in all areas possible. Because of this commitment, contractors, vendors or servicing agencies are cautioned to insure that their staff is made aware of this commitment. When parking on the campus of this College, it shall be the responsibility of the contractor, vendor or servicing agency to insure that no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Contractor shall assume the responsibility for the safe transit of all disabled persons.

#### 1.07 PROTECTION

Protect adjacent buildings and building elements from damage during site work. Protect the site, including trees, shrubs, vegetation, and lawn areas; where damage does occur, restore to original condition replacing damaged vegetation and lawn with equal size and species. Store construction materials with care; distribute the weight to not endanger the building structure.

#### 1.08 SAFETY

Provide sufficient signs continuous barricades to identify the work site and restrict entry. Where necessary, equip barricades with warning lights for night use. Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. Erect and maintain temporary enclosures and barriers to prevent unauthorized access to the site. Provide fire protection equipment during the construction period, including not less than two (2) ten (10) pound capacity multipurpose A-B-C dry chemical extinguishers (10A:40BC). Where indicated on the Drawings, provide a temporary fence to isolate the construction site and restrict unauthorized entry. Use chain link fence material, 6'-0" minimum height, on steel or wood

posts spaced a 6'-0 maximum and embedded 2'-6 minimum below existing grade; include personnel and/or equipment access gates. Coordinate fence installation with underground utilities - see 1.11; before installation, confirm fence location and layout with the College Representative.

#### 1.09 WARRANTY

Warranty all workmanship and material for a period of one (1) year from date of acceptance. During this period, the College will notify the Contractor of any discrepancy for prompt correction at no expense to the College. At the discretion and initiation of the College Representative, a one-year warranty review meeting with the Contractor will be held to review warranty items which remain incomplete.

#### 1.10 TEMPORARY UTILITIES

The Contractor may use reasonable amounts of the utility services available to the site at no charge from the College. The College will not provide utility service beyond that existing. Coordinate tie-in and disconnect to the existing utilities with the College Representative. Locate temporary facilities so as not to interfere with the College's use of the Project site and/or surrounding areas. Relocate non-complying facilities at no expense to the College.

#### 1.11 TEMPORARY SANITARY FACILITIES

Existing facilities in the building may be used by construction personnel during work on this project.

## SECTION 16700

### FIRE ALARM, LIFE SAFETY SYSTEM MAINTENANCE

#### PART 1 - GENERAL

##### 1.01 SCOPE

###### A. DESCRIPTION OF THE WORK

Provide inspection and corrective and preventive maintenance service for the campus fire detection and alarm systems on the College Campus. Components and buildings included are listed in the Building Schedule. Multiple buildings may be tested during a one-week period as long as it does not interfere with the instructors in the classroom. At the present time, Delgado is not aware of any defective or malfunctioning equipment. Copies of past reports may be obtained by request in the Office of Facilities and Planning.

Not included in the maintenance agreement, although a part of the same system, is the interconnecting cable between the Central Utility Plant Building and the other buildings listed herein. Metasys Interface Boards and Interface cables are not part of the Maintenance, however, it is the Contractor's responsibility to trouble shoot the wiring and document any faults found under their hourly rate per the bid form.

Programming of system changes will be coordinated by the Delgado Representative when needed on proprietary systems that the successful bidder does not have the ability to program and will not be a part of this bid. Successful bidder will notify the Delgado Representative when programming changes need to be made and assist in coordinating those changes. If the Company completing the programming bills Delgado directly, it will still be the responsibility of the successful bidder to pay these charges.

Contractor shall be responsible for trouble shooting wiring between buildings or within a building but not for replacing faulty wiring. Replacement of faulty wiring shall be the College's responsibility.

The contractor shall make a service call to the site a minimum of weekly, not including annual building functional test, whether a trouble call has been made or not for the purpose of making any outstanding repairs on Fire Alarm. Replaced parts shall remain property of the College. The Contractor must make contact with the Safety & Risk Manager via phone call or email prior to making the service call.

The contractor shall make repairs to any impairment noted during the annual test to the Fire Alarm System. Failure to do so will result in withholding of payment by the College and may result in termination of the contract.

The contractor shall repair any problems to the Fire Alarm Life Safety System due to any trouble call from the College.

Repairs to the Fire Alarm Systems which are the result of vandalism or "Act of God" are not included under this contract.

An annual functional test of all fire alarm systems shall be performed including each device in the system with no exceptions.

B. RELATED WORK SPECIFIED ELSEWHERE

GENERAL CONDITIONS: SECTION 01000

1.02 SUBMITTALS

A. PROCEDURE - Comply with SECTION 01000.

B. SHOP DRAWINGS - None required.

C. BROCHURES, CUT SHEETS, AND TECHNICAL DATA

Before beginning work:

1. Brochures and Cut Sheets: Submit brochures and technical data sufficient to describe the products proposed for use on this project.
2. Safety Data Sheet (SDS): Submit on lubricants, solvents, cleaning agents and adhesives which will be used on this project. Maintain one (1) copy of each MSDS at the site during the work.
3. Installation Instructions: Submit product manufacturer's written installation and handling instructions. Maintain one (1) copy at the site during the work.

4. Certification:

Vendor is required to be licensed and certified by the State Fire Marshall and the Louisiana State Licensing Board for the installation, repair and replacement of fire alarm systems at a minimum a Category IX, Specialty Class: Alarm Systems & Equipment license. Service personnel shall be qualified by training. The Vendor shall be required to present credentials from the State Fire Marshall (licenses and certifications) and may be required to provide at the College's request proof of training of Service Personnel

D. SAMPLES - None required

E. REPORTS

Document all inspections and service where appropriate. Reports must be submitted within one week to the College's Safety & Risk Manager

NOTE: Contractor forms may be used if first approved by the College Representative.

Immediately after award of contract, the contractor must submit a schedule indicating when each test/inspection will be performed. The contractor shall then review the above schedule with the College Representative and make any necessary changes. Once this schedule is approved by the College

Representative, it shall be followed exactly-by the contractor unless agreed upon by the College Representative. Failure to comply with the schedule shall be grounds for termination.

Monthly Reports shall be submitted to the College Representative on a Monthly Report Form. Monthly invoices will not be paid until Monthly Reports are completed and approved by the College Representative.

Test Reports: Submit itemized Test Reports within one week of the Test for each system (building) describing each test and listing the location and status of each device tested. Test Report shall also list any impairments found during the test and indicate that a repair call will be generated and must be reported to the Safety & Risk Manager immediately.

## 1 03 QUALITY ASSURANCE

### A. TESTING LABORATORY

At the College Representative's discretion, the College will arrange and pay for the services of an independent testing laboratory to monitor the work, take material samples, and report on the compliance of installed materials to these specifications.

### B. APPLICABLE STANDARDS

Applicable edition of the following listed established standards constitute part of these specification requirements.

1. National Electrical Code (NEC) NFPA No. 70
2. Applicable State and Municipal Codes and Requirements
3. Underwriters Laboratories (UL)
4. American National Standards Institute (ANSI)
5. NFPA 72 and 72E, as applicable.

### C. LICENSING

The Contractor shall be licensed as required by applicable State and Local laws to perform the work covered by this specification.

### D. INSPECTION/SERVICE PERSONNEL

Personnel inspecting the system shall be regularly engaged in the testing and repair of fire alarm systems and shall be qualified by training, knowledge and experience in the installation and operation of fire alarm systems. Vendor shall be certified by the State Fire Marshall's office to install, inspect, repair and replace fire alarm systems and components and must provide verification of certifications and licensing.

The Vendor shall be required to present credentials from the State Fire Marshall (licenses and certifications) and may be required to provide at the College's request proof of training of Service Personnel

#### 1.04 PRODUCT DELIVERY, STORAGE, AND HANDLING

Deliver materials to the site in original, unopened packaging clearly marked to identify contents, store materials to protect from damage, moisture and exposure to the elements. Follow manufacturer's written storage instructions and not install damaged materials.

Quality Assurance calls for new materials to be used for all repairs or replacement of parts, however, if new parts are not available due to the older panels, rebuilt parts will be allowed for older panels provided they are documented to the same specifications as new parts and as long as the warranties in Para 1.14 and in Section 16700 Para 1.05 are adhered to.

#### 1.05 WARRANTY

Comply with SECTION 01000.

One year on all parts and labor.

### **PART 2 - PRODUCTS**

#### 2.01 MATERIALS

This contract includes the costs of all labor, travel, and materials for preventive maintenance and repair service, regular hour labor, travel, etc.

For work beyond normal hours, the College will pay the incremental cost for overtime in accordance with the overtime rate quoted as per this bid. Overtime must be approved in advance in writing.

Replacement of materials due to unknown failure, wear, expected corrosion, etc. are a part of this contract. The only parts and/or materials paid for by the College will be those damaged as a result of "Acts of God". All other parts, materials, and labor will be the responsibility of the contractor. The contractor shall be responsible for installation including base as necessary (except for "Acts of God"). All parts removed are to be returned to Delgado.

### **PART 3 - EXECUTION**

#### 3.01 EQUIPMENT

Supply all tools, equipment (including ladders), and additional equipment items necessary to fulfill the requirements of this contract.

#### 3.02 INSPECTION AND TEST

##### A. YEARLY INSPECTION TEST

##### 1. FIRE DETECTION AND ALARM SYSTEM

For each building listed in the Schedule portion of these Documents, conduct a 100% functional test of the building fire alarm system including all devices; and document results and impairments by device.

Schedule work to test at least one building each week; coordinate with the College Representative.

B. MAINTENANCE/SERVICE

1. FIRE DETECTION AND ALARM SYSTEM

Repair or replace malfunctioning devices as required to keep the system at peak operating conditions and includes parts and labor. Fire Alarm panel and peripheral replacement (horns, pull stations, batteries and chargers, visual units, smoke detectors with based, duct detectors, heat detectors, remote annunciators, panel lamps, and strobes) must be included in the monthly rate.

2. CORRECTIVE MAINTENANCE (FIRE ALARM SYSTEM)

Provide corrective maintenance (call repair) by the next business day from request, during normal working hours (8:00 a.m. – 4:30 p.m.). Very few emergency service requests are anticipated; however, the contractor may be requested to work overtime to correct a fault for which repair runs beyond the normal working day or where repair would interrupt College business.

The College will normally not call for service for a single point failure unless it is a critical function such as fire alarm. Normally two minor problems will be allowed to accumulate before special repair services are requested. The College will also investigate each problem to see if it is obviously a related problem not under contractor cognizance or is a minor fault readily corrected by the College.

C. ANNUAL TESTING (FIRE ALARM SYSTEM)

As scheduled by the College Representative and in accordance with the submitted schedule, perform a test of the Fire Detection System in all covered Buildings. This test shall be in conformance with NFPA 72 and shall use report documentation similar to that called for elsewhere in these specifications. Include the following:

1. Visual inspection of all fire alarm system equipment
2. Functional operation test of initiating and signaling circuits.
3. Operational test of all manual pull stations, coded and non-coded.
4. Operational test of all heat detectors.
5. Operational test of all smoke detectors.
6. Operational test of supervisory devices.
7. Operational test of all batteries and charger.
8. Operational test of all fire alarm panels.



9. Operational check of fire door closer circuits and door closers.
10. Operational test of building systems such as elevator recall, fan shutdown, sprinkler system, automatic fire dampers, etc.

All testing and inspection shall be in compliance with the applicable standards as referenced in Section 16700 Para 1.03 B Applicable Standards

Submit itemized test reports for each system (building) describing each test and listing the location and status of each device within one week to the Safety & Risk Manager.

NOTE: The Contractor is required to provide the necessary identification system for each device within the system as a part of the report.

Coordinate test with the College Representative to prevent disruptions of ongoing College operations.

### 3.03 RESPONSE TIME

Failure to comply with the response time stated herein may result in termination to the contract.

1. The Contractor shall respond to an emergency service request outside of normal working hours and shall do so in a length of time not to exceed 8 hours maximum from the initial call.
2. The Contractor shall be responsible to receive emergency calls during weekends and holidays and furthermore respond to these calls if deemed necessary by the College Representative within 2 hours of call.
3. The contractor will be penalized as follows for failure to respond:

Campus System:	\$50/hour
Building System:	\$100/day
Individual Fire Alarm	\$50/day

Failure to make scheduled weekly building test calls will result in a \$250 penalty for each weekly test call missed. Weekly test calls shall be documented in the Monthly Report. Contractor must contact the Safety & Risk Manager before the weekly test by phone or email.

### 3.04 PROTECTION - Comply with SECTION 01000

### 3.05 CLEAN-UP Comply with SECTION 01000

### 3.06 FORMS

The Contractor shall provide and complete forms for this Specification for each monthly report. All test forms shall be submitted to the College Representative within a week after each inspection. Impairments must be reported to the Safety & Risk Manager immediately

### 3.07 BUILDING SCHEDULE

See enclosed.

An attempt is made to list building equipment. The list may not be inclusive. All fire alarm components shall be covered by this contract except where noted in the specification whether listed on the building schedule or not.

## BUILDING SCHEDULE

### CITY PARK CAMPUS BUILDING #1

<b>Number</b>	<b>Description</b>	<b>Model #</b>
27	MANUAL STATIONS	4099-9003
182	PHOTO DETECTORS	4098-9714
37	DUCT DETECTORS SIMPLEX	
4	HEAT DETECTORS 4098-9613	
157	SPEAKER/STROBES SIMPLEX	
108	STROBES SIMPLEX	

### CITY PARK CAMPUS BUILDING #2

<b>Number</b>	<b>Description</b>	<b>Model #</b>
30	MANUAL STATIONS	4099-9003
46	PHOTODETECTORS	4098-9714
18	DUCT DETECTORS	
2	HEAT DETECTORS	
28	SPEAKER/STROBES	
18	STROBES	

### CITY PARK CAMPUS BUILDING #3 BOOKSTORE

<b>Number</b>	<b>Description</b>	<b>Model #</b>
4	MANUAL STATIONS	4099-9003
13	PHOTO DETECTORS	4098-9714
1	DUCT DETECTORS	
2	HORN/STROBES	
2	BELLS	

### CITY PARK CAMPUS BUILDING #4

<b>Number</b>	<b>Description</b>	<b>Model #</b>
6	MANUAL STATIONS	4099-9003
30	PHOTO DETECTORS	4098-9714
4	DUCT DETECTORS	
2	HEAT DETECTORS	
22	HORN/STROBES	

**CITY PARK CAMPUS BUILDING #6**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
5	MANUAL STATIONS	4100ES
13	PHOTO DETECTORS	
4	DUCT DETECTORS	
3	HEAT DETECTORS	
18	STROBES	

**CITY PARK CAMPUS BUILDING #7**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
7	MANUAL STATIONS	4100ES
13	PHOTO DETECTORS	
6	DUCT DETECTORS	
51	STROBES	

**CITY PARK CAMPUS BUILDING #8**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
3	MANUAL STATIONS	4020
9	PHOTO DETECTORS	
8	DUCT DETECTORS	
3	STROBES	

**CITY PARK CAMPUS BUILDING #9**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
3	MANUAL STATIONS	4100ES
2	PHOTO DETECTORS	
4	DUCT DETECTORS	

**CITY PARK CAMPUS BUILDING #10**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
4	MANUAL STATIONS	4099-9003
7	PHOTO DETECTORS	
9	DUCT DETECTORS	4098-9714
4	STROBES	
11	HORN/STROBES	

**CITY PARK CAMPUS BUILDING #11, 22 & 23**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
21	MANUAL STATIONS	4099-9003
72	PHOTO DETECTORS	4098-9714
9	DUCT DETECTORS	
11	HEAT DETECTORS	
28	SPEAKER/STROBES	
14	STROBES	

**CITY PARK CAMPUS BUILDING #37**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
7	MANUAL STATIONS	4099-9003
2	PHOTO DETECTORS	4098-9714
1	DUCT DETECTORS	
12	HORN/STROBES	
11	STROBES	

**CITY PARK CAMPUS BUILDING #38**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
6	MANUAL STATIONS	4099-9003
10	PHOTO DETECTORS	4098-9714
15	HEAT DETECTORS	
11	HORN/STROBES	

**CITY PARK CAMPUS BUILDING #39**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
7	MANUAL STATIONS	4099-9003
1	PHOTO DETECTORS	4098-9714
9	SPEAKER/STROBES	

**CITY PARK CAMPUS BUILDING #40**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
5	MANUAL STATIONS	4099-9003
1	PHOTO DETECTORS	4098-9714
14	HEAT DETECTORS	
8	SPEAKER/STROBES	

**CITY PARK CAMPUS DAYCARE CENTER**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
11	MANUAL STATIONS	4099-9003
16	PHOTO DETECTORS	4098-9714
2	DUCT DETECTORS	
13	HORN/STROBES	
5	STROBES	

**CITY PARK BUILDING #14**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
15	PULL STATIONS	NOTIFYER ONXY NFS-3030
25	DUCT DETECTORS	
175	SPEAKER STROBES	
50	STROBES	
12	THERMAL DETECTORS	
30	MONITOR MODULES	
20	RELAY MODULES	
70	SMOKE DETECTORS	
10	DAMPERS	

**WEST BANK CAMPUS BUILDING #1**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
5	MANUAL STATIONS	4099-9003
2	PHOTO DETECTORS	
6	DUCT DETECTORS	
1	HEAT DETECTORS	
8	HORNS/STROBES	
10	STROBES	

**WEST BANK CAMPUS BUILDING #2**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
9	MANUAL STATIONS	4099-9003
8	PHOTO DETECTORS	
3	DUCT DETECTORS	
4	HEAT DETECTORS	
12	HORNS/STROBES	
8	STROBES	

**WEST BANK CAMPUS LAROCCA HALL**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
15	MANUAL STATIONS	4099-9003
80	PHOTO DETECTORS	
5	DUCT DETECTORS	
25	HEAT DETECTORS	
24	SPEAKER/STROBES	
30	STROBES	

**SIDNEY COLLIER CAMPUS**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
2	MAIN FIRE ALARM PANEL (SIMPLEX) 4100U SYSTEM	
46	SMOKE DETECTORS	
3	HEAT DETECTORS	
12	DUCT DETECTORS	
1	BEAM DETECTOR	
19	PULL STATIONS	
143	AUDIO-VISUAL NOTIFICATION	
1	ANNUNCIATOR	

**MARINE FIRE SCHOOL**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
5	MANUAL STATIONS	4100ES
24	PHOTO DETECTORS	
23	DUCT DETECTORS	
3	HEAT DETECTORS	
6	HORNS	
35	STROBES	

**RIVER CITY CAMPUS**

<b>Number</b>	<b>Description</b>	<b>Model #</b>
12	PULL STATIONS	Notifier NFS2-640
105	STROBES	
67	SMOKE DETECTORS	
1	CONTROL PANEL	
1	ANNUNCIATOR	
3	FIRE ALARM POWER SUPPLIES	
3	THERMAL DETECTORS	
2	MONITOR MODULES	
6	DAMPERS	



## ATTACHMENT A: INDEMNICIATION AGREEMENT

\_\_\_\_\_ **{Contractor/Vendor/Lessee}** agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of \_\_\_\_\_ **{Contractor/Vendor/Lessee}** its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by \_\_\_\_\_ **{Contractor/Vendor/Lessee}** as a result of any claims, demands, suits and/or causes of action except those claims, demands, suits and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

\_\_\_\_\_ **{Contractors/Vendor/Lessee}** agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suites, or causes of action are groundless, false or fraudulent.

Accepted By:

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

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

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

\_\_\_\_\_ *Date Accepted*

Is certificate of insurance attached? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

**ATTACHMENT B: REFERENCE FORM**

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)
_____	
(Contract Administrator)	

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)
_____	
(Contract Administrator)	

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)
_____	
(Contract Administrator)	

***\*Form must be completed and submitted with the bid***

**END OF BID DOCUMENTS**