



<b>Notice to Vendors</b>	LDCC	Date and Time by Which Quotation Must be Returned	DATE
<b>This is Not An Order</b>	Monroe, Louisiana	October 4, 2024 @ 2:00 PM, CST	9/27/2024
<b>It is Merely A Request For Prices</b>	318/678-6242 <b>REQUEST FOR QUOTATION</b>	<b>TO THE VENDOR:</b>	
	Department	To be returned on or before date specified above to: <b>Louisiana Delta Community College</b> Purchasing Office 6220 East Texas Street Bossier City, LA 71111	
<b>Name and Address of Vendor(Firm or Individual)</b>		<b>DATE DELIVERY REQUIRED:</b>	
		<b>PLEASE STATE DELIVERY DATE BELOW.</b>	
		<b>NOTE: WE RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES.</b>	
		Bid Number: 40010-10611	
Vendor Federal I.D. # _____			
<b>PURCHASE REQUISITION NOS.</b>	<b>P.O.NO.</b> _____		
ITEM NO.	QUANTITY	UNIT of MEASURE	COMMODITY UNIT PRICE AMOUNT
<p><b>PLEASE SUBMIT YOUR BID AS PER THE ATTACHED</b>  For Request for Quotations \$25,000 or less you may email your quote to gdoucet@bpcc.edu or you can MAIL or DELIVER your quote to: Bossier Parish Community College, 6220 East Texas Street, Bossier City, LA 71111. Bids <b>over \$25,000 must</b> be submitted in a sealed envelope with the bid number and the date due conspicuously posted on the front of the envelope.</p> <p><b>THIS COVER SHEET MUST BE RETURNED WITH FIRM NAME, SIGNATURE, TITLE, AND DATE SUBMITTED IN ORDER TO BE CONSIDERED</b></p> <p>LDCC IS AN EQUAL OPPORTUNITY COLLEGE</p> <p><b>FOR QUESTIONS REGARDING THIS BID</b>  <b>CONTACT LDCC PURCHASING AT 318-678-6242</b>  PLEASE RETURN ON (1) SET OF SPECIFICATIONS.  BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES.  PRICES QUOTED MUST BE FIRM AND FREE OF ANY ESCALATOR CLAUSE</p>			
<b>NOTICE:</b> We have no facilities for furnishing abstracts of bids; a complete record of all bids is kept on file in this office subject to the inspections of any citizen. Every courtesy will be afforded any citizen who is interested in investigating for any purpose the record of State Purchases.			<b>TOTAL</b>
<b>THE VENDOR:</b>		<b>THIS QUOTATION IS SUBMITTED BY</b>	
Furnish Delivery on Above as Follows:		Your Terms Are:	
		Name of Vendor _____	
		Signature _____	
		Telephone # _____	
		Title _____	
		DATE SUBMITTED _____	

## INSTRUCTIONS TO BIDDERS

### 1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted.

1. Bid containing no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

### 2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

### 3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

### 4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

### 5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in this bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB. All products must be ADA compliant.

### 6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for LDCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

### Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. LDCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

### 7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by appointment only to the Purchasing Dept. at LDCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Louisiana Delta Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and to waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. LDCC reserves the right to cancel any order resulting from this solicitation with 30 days written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Louisiana Delta Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the LDCC purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Louisiana Delta Community College, Accounts Payable, 7500 Millhaven Road, Monroe, LA 71203, attn: Sandra Bennett or email ap@ladelta.edu

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Louisiana Delta Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Louisiana Delta Community College has the right to cancel any contract, in accordance with purchasing rules and regulations, for cause, including but not limited to , the following: (1) failure to deliver with the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good conditions; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with Louisiana Delta Community College; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

19. Termination for Convenience

The State 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 deliverables in progress, to the extent work has been performed satisfactorily.

20. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Louisiana Delta Community College Purchasing has determined the contractor to be in default, LDCC Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

21. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

22. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

23. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

24. Discrimination Clause

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990, Title IX of the Education amendments of 1972, The Age Acts of 1975, and bidder agrees to abide by the requirements of the American of Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities, any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

25. Special Accommodation

Any “Qualified Individual with a Disability” as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than 7 days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonable provided, the individual will be informed prior to the bid opening.

26. Indemnity

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor’s responsibility for the handling of and expenses for all claims.

27. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services Procurement under the Provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

**Federal Clauses, If Applicable**

28. ANTI-KICKBACK CLAUSE

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland “Anti-Kickback” Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

29. CLEAN AIR ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities.

30. ENERGY POLICY AND CONSERVATION ACT

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

31. CLEAN WATER ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

32. ANTI-LOBBYING AND DEBARMENT ACT

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

33. Certification of No Suspension of Debarment

By signing and submitting any proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirement in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

34. Mandatory Disclosure

Under the Uniform Guidance (200.113, shown below) Louisiana Delta Community College is obligated to disclose to the Federal awarding agency (or a pass-through if we are a sub-recipient), any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal Award.

200.113 Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 32 U.S.C. 3321).

35. In accordance with Louisiana Law, All Corporations (See LA R.S. 12:262.1) and limited liability companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

36. All bid amounts shall be submitted in United State Dollars.

37. Standard Preference

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes \_\_\_\_\_

Specify Item Number(s): \_\_\_\_\_

Name and location within Louisiana where such paper or product is manufactured or converted \_\_\_\_\_

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_ Specify Item Number(s) \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled

\_\_\_\_\_.

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

38. Preference for United States Products.

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies products, provisions, or equipment, provided that all of the following conditions are met:

- (1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.
- (2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.
- (3) In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.
- (4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

- (1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.
- (2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? \_\_\_ YES \_\_\_\_\_ No

Specify line number(s): \_\_\_\_\_

Specify the location within the United States where this product is manufactured:

\_\_\_\_\_

(NOTE: If more space is required, include on a separate sheet.)

39. Prohibition of Discriminatory Boycotts of Israel



In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. LDCC reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the Contract.

40. Compliance with National Defense Authorization Act

In accordance with Section 889(a)(1)(B) 2019 National Defense Authorization Act for any contract for telecommunication and video surveillance equipment no purchases will be made from Huawei, ZTE, Hytera, Hikvision and Dahua and their subsidiaries are allowed.

Please certify compliance with this Act:

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Signature of Bidder

41. Non-Exclusivity Clause

This agreement is non-exclusive and shall not in any way preclude LDCC from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources including state contracts.

42. Price Reductions

Whenever there is a reduction in price which is lower than the contract price offered to similarly situated customers contracting for the same period and under similar terms and conditions, the reduction shall be presented to the Purchasing Department.

43. Legislators Prohibited

According to LA R.S. 42:113(D) the College is prohibited from entering into any contract or subcontract with a Legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a Legislator, or any corporation, partnership, or other legal entity in which the Legislator or his/her spouse owns an interest, except publicly traded corporations. Each bidder must return the enclosed Disclosure Form as part of his/her bid.

44. Subcontractors

The awarded contractor shall not subcontract any portion of the contract.

45. ADA Compliance

If applicable, the contractor warrants it will comply with federal and state disabilities laws and regulations and also warrants that the products and services provided conform to the applicable accessibility requirements of wcag 2.1 level aa or the most current version (the "accessibility standards"), section 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products and services. If at any time, products and services provided under this contract do not fully conform to the accessibility standards, contractor shall immediately advise Louisiana Delta Community College (LDCC) procurement in writing of the nonconformance and shall provide LDCC a plan to achieve conformance to the accessibility standards, including but not limited to, an intended timeline for conformance. Contractor further agrees to indemnify and hold harmless LDCC from any claims or damages arising out of its failure to comply with the requirements of this paragraph. Failure to comply with these requirements shall constitute a material breach of this contract and may be grounds for termination of this contract by Louisiana Delta Community College.

46. Scope of Contract

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and the contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

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(Members of firm or person authorized to sign bids for corporation)

**BIDDERS MUST SIGN IN INK**

**IMPORTANT**

**Signature Authority: In Accordance with L.R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to Louisiana Delta Community College. You must indicate which of the following apply to the signer of this bid.**

1. **The signer of this bid is either a current corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.**
2. **The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal., etc. If this applies a copy of the resolution, certification, or other supportive documents must be attached hereto.**
3. **The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.**
4. **The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.**

**Combined Recommended Language for Invitations to Bid (ITB)  
Veteran-Owned and Service-Connected Disabled Veteran-Owned (Veteran Initiative) and  
Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Program**

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified.

Qualification requirements and online certification are available at

[https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp).

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at [https://smallbiz.louisianaforward.com/index\\_2.asp](https://smallbiz.louisianaforward.com/index_2.asp). Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://www.prd.doe.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SmallE".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. *(Agencies should indicate their specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.)*

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doe.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: \_\_\_\_\_

# BID FORM

Louisiana Delta Community College

Bid Number: 40010-10611

Industrial Equipment

Bid Date: October 4, 2024 @ 2:00 p.m., CST

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
1.	Three Position Trainers Nida #91301300 or equal See attached specifications	5 each	_____	_____

Quoting Model No. \_\_\_\_\_

Manufactured By \_\_\_\_\_

2.	Auto Digital Multimeter Hand Held Nida #99900488 or equal See attached specifications	5 each	_____	_____
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Quoting Model No. \_\_\_\_\_

Manufactured By \_\_\_\_\_

3.	Digital O-Scope Nida #9990477 or equal See attached specifications	5 each	_____	_____
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Quoting Model No. \_\_\_\_\_

Manufactured By \_\_\_\_\_

4.	Function Generator Nida 99900442 Model 442 Or equal See attached specifications	5 each	_____	_____
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Quoting Model No. \_\_\_\_\_

Manufactured By \_\_\_\_\_

Quoting Model No. \_\_\_\_\_

Manufactured By \_\_\_\_\_

5. Triplet Power Supply 0-30 volt, 0-5 amp  
Nida #PS305 or equal 1 each \_\_\_\_\_

Quoting Model No. \_\_\_\_\_  
Manufactured By \_\_\_\_\_

**Responses less than \$25k should be emailed to [gdoucet@bpcc.edu](mailto:gdoucet@bpcc.edu)**

**Responses greater than \$30k should be mailed to the following address:**

**Bossier Parish Community College  
Attn: Gayle Doucet  
6220 East Texas Street  
Bossier City, LA 71111**

**Please be sure to write the Bid Number on the outside of the envelope.**

F.O.B. Destination. The unit price of each item must be inclusive of freight charges order to be considered for award.

The bid price for each item is to be quoted on a “net” basis and F.O.B. LDCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges.

Bids other than F.O.B. LDCC Destination may be rejected.

Bids indicating estimated freight charges may be rejected.

Bidders who do not quote “net” item prices and who separately quote an overall “lump sum” freight cost or discount for all items shall be considered as submitting an “all-or-none” bid for evaluation and award purposes; and risk rejection if award is made on an item basis.

Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified.

Bids conditioned with a shorter acceptance period may be rejected.

Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.

In the event of extension errors, the unit price bid shall prevail. Unit prices must be shown, or bid will be rejected.

## Nida Model 130ST #91301300

### General Description

The Nida Model 130ST Console functions as the primary platform for electronic experiments performed using Computer Assisted Instruction (CAI), Text Based Curriculum (TBC) or ACT connectivity. The Model 130ST is a current limited power supply designed specifically for use with all Model 130 Series printed circuit experiment boards. Discrete voltages activate the experiment cards, allowing students to align, calibrate, and troubleshoot operational electronic circuits using standard laboratory test equipment.



### Features

- Fully automatic operation in CAI mode through student computer USB or serial port.
- Supports automatic, manual, remote, and multiple fault insertion.
- Built-in and auxiliary connections allow signal input/transfer between card positions.
- Color touch screen for manual operation mode.
- Automatic alarm sounds if malfunction is detected and display panel indicates symptom.
- 3.5mm headphone jack for audio output.
- The 7-inch display shows selected mode, input signals, and trainer status.
- Self-cleaning contacts to ensure a proper connection with each experiment card installation.
- Wifi and Bluetooth available if required.\*

## Specifications

### Primary Power:

110-130 VAC 60Hz (0.6A max) or 220-240 VAC 50/60Hz (0.3A max),  
switched controlled & primary fuse protection.

### DC Power Sources:

0 to -15 volts DC with selectable voltages and current up to 1 ampere.  
0 to +24 volts DC with selectable voltages and current up to 1 ampere.  
DC power supply meter ranging from 0 to 25 volts.

### AC Power Sources:

Dual 12 VAC at .83A each.

Communications Link: Serial or USB computer interface.

Display: 7" Full color touch screen

### Operating Temperature:

50 to 104 degrees Fahrenheit ambient

10 to 40 degrees Celsius ambient.

Dimensions: 17.3"W (44cm) 12.6"D (32cm) 4.7"H (12cm)

Weight: 11 lbs. (5 kg)

Construction: Formed aluminum base, matte finish overlay with touch screen.

Manufactured: In the USA.

## Model 488 Digital Multimeter

### General Description

The Nida Model 488 Digital Multimeter provides the student with an instrument for measuring voltage, current, and resistance. Range selection is automatic and can also be manually selected. The Model 488 is capable of diode and continuity testing. The display is a 3 ½ digit LCD type. Measurement modes and ranges are front panel selectable and are presented by Computer Assisted Instruction (CAI), as well as the hardcopy text experiments for the Nida training programs. □



## Requirements\*

### Display

Type: 3 ½ Digits (1999 Display Minimum)  
Overload Indication: OL  
Polarity: Automatic

### DC Voltage

Range: Zero to 1000 Volts  
Accuracy: mV  $\pm(1.0\% + 3 \text{ digit})$ , Volt  $\pm(0.5\% + 1 \text{ digit})$   
Impedance:  $\geq 10 \text{ M}\Omega$

### AC Voltage

Range: Zero to 750 Volts  
Accuracy: mV  $\pm(1.3\% + 5 \text{ digit})$ , Volt  $\pm(1.0\% + 4 \text{ digit})$   
Impedance:  $\geq 10 \text{ M}\Omega$

### DC Current

Range: 500  $\mu\text{A}$  to 1 A  
Accuracy:  $\mu\text{A} \pm(1.3\% + 3 \text{ digit})$ , mA  $\pm(1.3\% + 3 \text{ digit})$ , Amp  $\pm(2.0\% + 3 \text{ digit})$

### AC Current

Range: 500  $\mu\text{A}$  to 1 A  
Accuracy:  $\mu\text{A} \pm(1.5\% + 5 \text{ digit})$ , mA  $\pm(1.5\% + 5 \text{ digit})$ , Amp  $\pm(2.5\% + 5 \text{ digit})$

### Resistance

Range: Zero to 20 M $\Omega$   
Accuracy:  $\Omega \pm(1.5\% + 2 \text{ digit})$ , k $\Omega \pm(1\% + 2 \text{ digit})$ , M $\Omega \pm(1.5\% + 2 \text{ digit})$

### Other Features

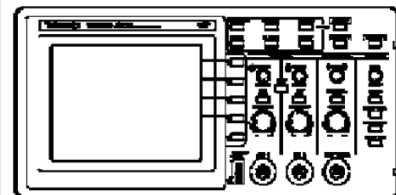
Overload Protection: 1000 VDC / 750 VAC  
Diode test, Continuity Test

**Accessories:** User Manual, Test leads

## Model 477 Digital O-Scope

### General Description

The Nida Model 477 is a digital oscilloscope with a color LCD display. Major features include user friendly menu tree operations, compact size, ergonomic design, and convenient removable storage. The oscilloscope provides an excellent balance of performance for use with Computer Assisted Instruction (CAI), hardcopy text experiments for the Nida training programs as well as for general troubleshooting.





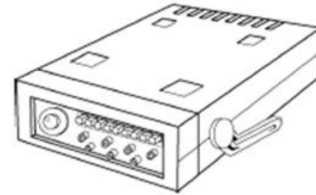
## Requirements\*

<b>Vertical Channels:</b>	2
<b>Range:</b>	2 mV/Div – 5 V/Div
<b>Bandwidth:</b>	DC – 50 MHz (-3dB)
<b>Rise Time:</b>	<7ns
<b>Input Impedance:</b>	1 M $\Omega$
<b>Input Coupling:</b>	AC, DC, and Ground
<b>Polarity:</b>	Normal and Inverted
<b>Horizontal Range:</b>	1 ns/Div – 10 s/Div:
<b>Trigger Source:</b>	CH1, CH2, LINE, and EXT
<b>Coupling:</b>	AC, DC, HF rej, LF rej, and Noise rej
<b>Modes:</b>	Auto, Normal, Single
<b>Slope:</b>	Edge, +, –
<b>Power Requirements:</b>	AC 115V $\pm$ 10%, AC 230V +10%/-15%, 50/60Hz
<b>Accessories:</b>	User Manual, Power Cord, 2 Probes (x1, x10)
<b>Frequency counter:</b>	Required

## Model 442 Function Generator

### General Description

The Nida Model 442 Function Generator provides the student with an instrument for generating external signal sources. The Model 442 provides Sine, Triangle, Square,  $\pm$ Pulse, and  $\pm$ Ramp waveforms with a frequency range of 0.2 Hz to 20 MHz. A continuously variable DC offset allows the output to be injected directly into circuits at the correct bias level. A variable duty cycle permits the adjustment of pulse and ramp signals. For added versatility, this model includes amplitude and frequency modulation. Measurement modes and ranges are front panel selectable and are presented by Computer Assisted Instruction (CAI), as well as the hardcopy text experiments for the Nida training programs.



### Requirements\*

#### Frequency Characteristics

- Waveforms: Sine, Triangle, Square, Pulse, Ramp
- Range: 0.2Hz to 20 MHz
- Duty Cycle: 20% to 80%
- Modes: Normal, AM, FM

#### Output Characteristics

- Level\*\*:
- Attenuation (switched): -20dB
- DC Offset:  $\pm 5$  V,  $\pm 10$  V

#### AM Modulation Characteristics

- Source: Internal
- Modulation Ratio: 0 to 100%
- Internal Modulation: 400 Hz or 1 kHz

#### FM Modulation Characteristics

- Source: Internal
- Modulation Ratio: 0 to 100%
- Internal Modulation: 400 Hz or 1 kHz

**Power Requirements:** AC 115V  $\pm 10\%$ , AC 230V  $+10\%/-15\%$ , 50/60Hz

**Accessories:** User Manual, BNC-to-BNC cable

**LOUISIANA DELTA COMMUNITY COLLEGE**

**BID RESPONSE FORM**

BIDDER'S NAME: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: Provide Industrial Equipment as per attached Specifications and Requirements and bid response form.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

To The Vendor:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Taxes: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The College is currently exempt from state sales and use tax.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED  
OFFICER: \_\_\_\_\_

(Signature)

(Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

**OFFICIAL CONTACT.** The College requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Telephone number with area code: ( ) \_\_\_\_\_

C. Facsimile Number with area code: ( ) \_\_\_\_\_

Bidder certifies that the above information is true and grants permission to the College to contact the above named person or otherwise verify the information provided. By its submission of this ITB and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in the ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal of \$25,000 or more, that their company, any subcontractors, or principles 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 can be viewed via the internet at [www.epls.gov](http://www.epls.gov)).

Title: \_\_\_\_\_

Official Company Name: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGNATURE of Bidder's Authorized Representative:** \_\_\_\_\_

(Signature MUST be HAND SIGNED and should be in BLUE ink)

Date: \_\_\_\_\_