



MCNEESE STATE UNIVERSITY REQUEST FOR BID

LAKE CHARLES, LOUISIANA 70609

AN EQUAL OPPORTUNITY INSTITUTION

PHONE: (337) 475-5087

FAX: (337) 475-5082

| | |
|----------|------------|
| DATE | BID NUMBER |
| 11/12/24 | D2500042 |

| | | | | |
|--------------------|--------------|-------------|-----------------------|-----------------|
| PURCHASING CONTACT | PHONE | REQUEST NO. | DEPARTMENT | VENDOR I.D. NO. |
| Debet Hebert | 337-475-5083 | R2501908 | Chief Information Tec | 000029655 |

SEE STANDARD TERMS & CONDITIONS TO BIDDERS.

VENDOR MUST SIGN AND RETURN BID FORM TITLED "STANDARD TERMS & CONDITIONS TO BIDDERS" WITH BID RESPONSE TO BE CONSIDERED FOR BID AWARD.

VENDOR: ENTER VENDOR INFORMATION

Return this bid to McNeese State University
 Purchasing Department, 150 Lawton Drive,
 Smith Hall room 120A, Lake Charles, LA 70605
 or MSU Box 92415, Lake Charles LA 70609

RESPONSE DUE

12/03/24 Bid due @ 2:00 PM

| No. | Quantity | Description | Unit | Unit Price | Extension |
|-----|----------|---|------|------------|-----------|
| | | <p>Request for Sealed Bid (SB)</p> <p>***** THIS BID MUST BE RETURNED IN A SEALED ENVELOPE/ PACKAGE. PLEASE WRITE THE BID NUMBER ON THE ENVELOPE/PACKAGE. RETURN TO ONE OF THE ADDRESSES LISTED BELOW. *****</p> <p>Your sealed bid may be mailed or delivered by hand or courier service.</p> <p>-----</p> <p>NOTE: FAX, EMAIL OR ANY OTHER ELECTRONIC SUBMISSIONS ARE NOT ACCEPTABLE.</p> <p>-----</p> <p>*The address for mailing (U.S. Postal Service): McNeese State University, Purchasing Department Box 92415, Lake Charles, LA 70609</p> <p>-----</p> <p>**The address for hand or courier service: McNeese State University, Purchasing Department 150 Lawton Drive, Smith Hall Room 120A Lake Charles, LA 70609</p> <p>-----</p> | | | |

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| 1 | | <p>Request for Sealed Bid (SB)</p> <p>(Continued ...)</p> <p>*Bidder is hereby advised that the U.S. Postal Service (USPS) does not make deliveries to the McNeese Purchasing Departments physical location. If delivering by USPS to the Box listed above, please allow sufficient time for the mail to then be transmitted to the McNeese Purchasing Department. The McNeese Purchasing Department must receive the sealed bid at its physical location by the date and time specified in this bid. Failure to meet the bid opening date and time shall result in rejection of the bid.</p> <p>**Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the McNeese Purchasing Departments physical location. The McNeese Purchasing Department is not responsible for any delays caused by the Bidders chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to</p> | | | |

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| 1 | | <p>Request for Sealed Bid (SB)</p> <p>(Continued ...)</p> <p>meet the bid opening date and time shall result in rejection of the bid.</p> <p>*****</p> <p>THIS BID/SOLICITATION IS FOR THE PURCHASE OF HARDWARE, SOFTWARE, IMPLEMENTATION SERVICES AND SUPPORT SERVICES OF TEAMS VOICE SYSTEM FOR MCNEESE STATE UNIVERSITY IN LAKE CHARLES, LOUISIANA.</p> <p>-</p> <p>THE USE OF BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION.</p> <p>BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR MCNEESE STATE UNIVERSITY TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE YOUR BID</p> | | | |

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| No. | Quantity | Description | Unit | Unit Price | Extension |
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| 1 | | Request for Sealed Bid (SB) (Continued ...) 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 THE SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER SHOULD STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED. | | | |
| 1 | 1 | Includes Mediant 800C chassis, OSN with 8 GB RAM, 128 GB SSD, 4 GE ports and a single AC power supply. Software upgradable to two E1/T1 Must be order with SW-M800-SBA-TMS AudioCodes - Part#: M800C-SBC-SBA-TMS | EA | | |
| 2 | 3 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7 - M800_S3/YR | EA | | |
| 3 | 3 | AHR Part Number AudioCodes - Part#: AHR-M800_S3/YR | EA | | |

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| | | Request for Sealed Bid (SB) | | | |
| 3 | | (Continued ...) | | | |
| 4 | 1 | OVOC license for a single Mediant 800C AudioCodes - Part#: SW/OVOC/M800C | EA | | |
| 5 | 3 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7-OVOC_S51/YR | EA | | |
| 6 | 1 | DR SBA Teams image and Windows 201 OS license for M800. Must be order with M800 HW AudioCodes - Part#: SW-M800-SBA-TMS | EA | | |
| 7 | 3 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7-M800_S5/YR | EA | | |
| 8 | 1 | Spare part - AC/DC power adapter for Mediant 800C AudioCodes - Part#: FRU/M800C-PS | EA | | |

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| | | Request for Sealed Bid (SB) | | | |
| 9 | 3 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7-M800_S12/YR | EA | | |
| 10 | 3 | AHR Part Number AudioCodes - Part#: AHR-M800_S12/YR | EA | | |
| 11 | 10 | SBC session license upgrade for 10 sessions when ordering within the 10-250 session range (1 to 25 units) AudioCodes - Part#: SW/SBC/10S/10-250 | EA | | |
| 12 | 30 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7-SBC_S80/YR | EA | | |
| 13 | 700 | Cutover Support, customized quotation AudioCodes - Part#: PS-CUTOVER-CUST | EA | | |
| 14 | 1 | M800-SBA (with ESBC and E1/T1 Trunks and FXS/FXO ports); | EA | | |

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| 14 | | (Continued ...) Remote Implementation Support AudioCodes - Part#: M800-SBA-E-REMT-IMPL | | | |
| 15 | 1 | Includes MediaPack 5xx chassis, 1 Giga Ethernet WAN port, single AC power, Supports baseline VoIP AudioCodes - Part#: MP504/4S/SIP | EA | | |
| 16 | 3 | ACTS 24X7 Part Number AudioCodes - Part#: ACTS24X7-M500_S14/YR | EA | | |
| 17 | 3 | AHR Part Number AudioCodes - Part#: AHR-M500_S14/YR | EA | | |
| 18 | 1 | License for management and monitoring of a single MP5xx in AudioCodes One Voice Operation Center AudioCodes - Part#: SW/MP5XX/OVOC | EA | | |

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| 18 | | (Continued ...) | | | |
| 19 | 3 | 24x7 Support AudioCodes - Part#: ACTS24X7-GSO_S32/YR | EA | | |
| 20 | 700 | Cutover Support, customized quotation AudioCodes - Part#: PS-CUTOVER-CUST | EA | | |
| 21 | 1 | REMOTE CONFIGURATION SET-UP AND TROUBLESHOOTING OF AUDIOCODES PRODUCT AudioCodes - Part#: MP5XX-8-REMT-IMPL | EA | | |
| 22 | 10 | Teams C455HD IP-Phone PoE GbE blac with integrated BT and Dual Band Wi-Fi2 Ethernet 10/100/1000 ports, 1280x720 5 Color Touch LCD and Power over Ethernet (PoE) AudioCodes - Part#: TEAMS-C455HD-DBW | EA | | |
| 23 | 30 | ACTS 9X5 Part Number AudioCodes - Part#: DVS-IPP_S6/YR | EA | | |

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| 23 | | (Continued ...) | | | |
| 24 | 4 | 450HD and C450HD SFB Expansion Uni with 5IN Color Touch LCD AudioCodes - Part#: EXPANSION_UNIT | EA | | |
| 25 | 12 | ACTS 9X5 Part Number AudioCodes - Part#: DVS-IPP_S2/YR | EA | | |
| 26 | 50 | Teams C430HD IP-Phone PoE GbE blac 2 Ethernet 10/100/1000 ports, 480x272 4.3ft Color LCD and Power over Ethernet (PoE) AudioCodes - Part#: TEAMS-C430HD | EA | | |
| 27 | 150 | ACTS 9X5 Part Number AudioCodes - Part#: DVS-IPP_S4/YR | EA | | |
| 28 | 1 | Microsoft Teams Phone System - Initial Tenant Setup Bundle, including tenant setup, planning and design, voicemail. | EA | | |

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| 28 | | (Continued ...) Up to 16 hr Engineering and 8 hr Project Managemnt AudioCodes - Part#: PS-MIGR-SETUP | | | |
| 29 | 1 | Planning and Design: 5 hours (remote) consulting support, billed per session of minimum 1 hour and 30 min increments. Maximum single use: 5 hours AudioCodes - Part#: PS-PLAN-START-5 | EA | | |
| 30 | 1 | Project Management (daily rate) AudioCodes - Part#: PS-PROJ-MGMT | EA | | |
| 31 | 1 | Shipping charges (Indicate "none" or "0" if included in unit prices). | EA | | |

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PROPOSALS: The proposal must be received by the Purchasing Department, McNeese State University, before the time set for receiving bids. Bids received after the time set will not be considered. Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids. Prices must be clear and be written in ink or typewritten, and the ITB AND Terms & Conditions must be signed in ink. Be sure bid number and due date are clearly shown on outside of package or envelope. Please see return address on the face of the bid form.

STANDARDS OF QUALITY AND ANY ALTERNATE: Any product or service bid shall conform to all applicable Federal and State Laws and Regulations and the specifications contained in the solicitation. Unless otherwise specified in the solicitation, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation.

When a Pre-Bid Conference is scheduled, no alternative will be considered unless the above conditions are complied with and the "Request for Approval of Alternate" form is completed and returned. This form will be attached when applicable. Only alternates which are approved and acknowledged by addendum following the Pre-Bid Conference will be considered for award at the bid opening. **DO NOT SUBMIT BIDS ON UNAPPROVED ALTERNATES.**

The burden of proof of the merit of the proposed substitute is upon the proposer. The Purchasing Director's decision of approval or rejection of a proposed substitute shall be final.

SAMPLES/DESCRIPTIVE LITERATURE: The envelope/package containing samples and/or descriptive literature submitted by mail for consideration at the Pre-Bid Conference must be labeled in accordance with the instructions given on the "Request for Approval of Alternate" form.

When requested, samples submitted will be returned at bidder's risk and expense provided they have not been made useless through tests.

PRICES: Unless otherwise specified by McNeese in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

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 within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting McNeese during normal working hours. Written bid tabulations will not be furnished.

AWARD OF BIDS: McNeese State University reserves the right to award items separately, grouped, or on an all-or-none basis, and to reject any or all bids and waive any informalities incident thereto.

DELIVERY FAILURE: If the vendor fails to make delivery within the time specified on bid documents or within a reasonable time if no delivery time is specified McNeese reserves the right to cancel the item and to purchase it elsewhere. Any increase in price and/or cost of handling will be charged to the vendor making the original unsatisfactory delivery. Consistent unsatisfactory deliveries will be considered just cause for deleting a vendor from bid lists.

TERMINATION OF THIS AGREEMENT FOR CAUSE/CONVENIENCE: McNeese 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 McNeese 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, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then McNeese 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 McNeese to comply with the terms and conditions of this agreement, provided the Contractor shall give McNeese written notice specifying McNeese's failure and a reasonable opportunity for McNeese to cure the defect.

McNeese may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

SOLICITATIONS FOR (MOST) GOODS, NOT SERVICES, INCLUDE THE LOUISIANA PRODUCT PREFERENCE AS STATED BELOW:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1604, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

Do you claim this Preference? YES _____ NO _____

Specify Line Number(s): _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____
NOTE: If more space is required, include on separate sheet.)

Do you have a Louisiana business workforce? YES _____ NO _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? YES _____ NO _____

IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

1. 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
2. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
3. Other documents indicating authority which are acceptable to the public entity.

By signing and returning this document (along with bid), you are certifying compliance with all Terms and Conditions set forth.

Signature & Company Name

Date

INSTRUCTIONS TO BIDDERS

READ THE ENTIRE BID; INCLUDING ALL TERMS AND CONDITIONS TO BIDDERS, INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS.

1. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
 2. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS WITH A UNIVERSITY CHECK AFTER RECEIPT OF PROPERLY EXECUTED INVOICE.
 3. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS TO BIDDERS, SPECIAL TERMS AND CONDITIONS, AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
 4. IMPORTANT: BY SIGNING THIS BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, STANDARD TERMS AND CONDITIONS TO BIDDERS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE IN INK OR TYPEWRITTEN.
 5. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT debet@mcneese.edu. DEADLINE FOR INQUIRIES IS AT THE END OF THE DAY **NOVEMBER 18, 2024**.
 6. **BID FORMS:**
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, THE FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:
 - A. BID CONTAINING NO SIGNATURE INDICATING INTENT TO BE BOUND;
 - B. BID NOT SUBMITTED ON McNEESE'S STANDARD FORMS.
- BIDS MUST BE RECEIVED AT THE ADDRESS AS SPECIFIED IN THE SOLICITATION, PRIOR TO THE TIME AND DATE INDICATED IN ORDER TO BE CONSIDERED. FAX ALTERATIONS, NOT INVOLVING PRICING, TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED THE BID FORM AND FAXED ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE THE BID OPENING. THE ENTIRE BID SHOULD BE SUBMITTED.
7. **RECEIPT OF BIDS:**
NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE BID AWARD WILL BE GIVEN DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED IN ACCORDANCE WITH LA R.S. 44.1. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING McNEESE STATE UNIVERSITY DURING NORMAL BUSINESS HOURS.
 8. **PRICES:**
UNLESS OTHERWISE SPECIFIED BY McNEESE IN THE SOLICITATION, BID PRICES MUST BE COMPLETE; INCLUDING ALL TRAVEL RELATED EXPENSES, SHIPPING, TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE "REQUEST FOR BID".

9. TAXES:

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

10. ALL BID AMOUNTS SHALL BE SUBMITTED IN UNITED STATES DOLLARS.

11. INDEPENDENT PRICE DETERMINATION:

BY SIGNING AND SUBMITTING A BID, THE BIDDER CERTIFIES THAT THE PRICE SUBMITTED WAS INDEPENDENTLY ARRIVED AT WITHOUT COLLUSION.

12. SUCCESSFUL BIDDER MAY BE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE AND MUST ACCEPT PURCHASE ORDERS.