



MCNEESE STATE UNIVERSITY
LAKE CHARLES, LOUISIANA 70609

REQUEST FOR BID

AN EQUAL OPPORTUNITY INSTITUTION
 PHONE: (337) 475-5087
 FAX: (337) 475-5082

DATE	BID NUMBER
11/14/24	D2500046

PURCHASING CONTACT	PHONE	REQUEST NO.	DEPARTMENT	VENDOR I.D. NO.
Debet Hebert	337-475-5083	R2502094	Rodeo	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 COMPANY NAME AND ADDRESS

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 12/09/24 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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No.	Quantity	Description	Unit	Unit Price	Extension
1		<p>Request for Sealed Bid (SB)</p> <p>(Continued ...)</p> <p>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 THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>-</p> <p>SUCCESSFUL BIDDER MUST ACCEPT PURCHASE ORDERS. MCNEESE IS TAX EXEMPT.</p> <p>-</p> <p>TERMS OF THE LEASE MUST FOLLOW LOUISIANA STATE PROCUREMENT STATUTES AND LAWS REGARDING CONTRACTS.</p> <p>*****</p> <p>ALL COSTS ASSOCIATED WITH THE LEASE AS WELL AS DELIVERY OF NEW TRACTOR AND PICK-UP TRADE-IN MUST BE INCLUDED IN THE BID PRICE.</p> <p>-</p>			

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		Request for Sealed Bid (SB)			
1		(Continued ...) McNEESE WILL CARRY INSURANCE ON THE TRACTOR FOR THE TERM OF THE LEASE. A COPY OF THE INSURANCE CERTIFICATE WILL BE AVAILABLE UPON REQUEST. - SEE ATTACHED SPECIAL INSTRUCTIONS FOR TRADE-IN.			
1	1	LEASE TO PURCHASE KIOTI TRACTOR RX SERIES. OR A PRODUCT THAT IS EQUAL. - REQUIRED FEATURES * New 2024 tractor. * Minimum of 65 HP. * Must have same brand front end loader as tractor. * Front end loader must have bucket included. * Front end loader must have skid steer style quick attachment. * Must be four wheel drive.	YRS		

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1		<p>Request for Sealed Bid (SB)</p> <p>(Continued ...)</p> <ul style="list-style-type: none"> * Must have single joy stick for front end loader * Must have hydrostatic power steering. * Must have adjustable rear draw bar. * Must have maximum lift capacity of 3,590 lbs. * Hydraulic pump capacity must be minimum of 17.9 gpm. * Must have metal fenders. * Must have minimum of two rear independent hydraulic remotes. * Must have independent hydraulic PTO. * Minimum of 20 hours run time. <p>*****</p> <p>LIST THE MANUFACTURER, MODEL NO. AND YEAR OF TRACTOR ON YOUR BID:</p> <hr/> <p>LIST THE FULL AMOUNT OF THE NEW TRACTOR: \$ _____</p> <p>LIST THE TRADE-IN VALUE: \$ _____</p> <p>LIST THE TOTAL COST TO PURCHASE NEW TRACTOR LESS</p>			

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No.	Quantity	Description	Unit	Unit Price	Extension
1		Request for Sealed Bid (SB) (Continued ...) TRADE IN: \$ _____ ***** ANNUALLY AND MONTHLY LEASE TO PURCHASE COST BELOW. YEAR ONE: Annual _____ Monthly _____ YEAR TWO: Annual _____ Monthly _____ YEAR THREE: Annual _____ Monthly _____ YEAR FOUR: Annual _____ Monthly _____ YEAR FIVE: Annual _____ Monthly _____ PURCHASE OPTION BUY OUT AMOUNT: \$ _____			

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STANDARD TERMS & CONDITIONS TO BIDDERS
FAX #337-475-5082

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

**SPECIAL INSTRUCTIONS
FOR
BID D2500046**

TRADE-IN OF USED EQUIPMENT

This "REQUEST FOR BID" solicits bids for the lease to purchase of new equipment with a trade-in allowance for existing equipment. Quoted trade-in allowances may be a factor considered in the award. The State of Louisiana reserves the right to accept or reject trade-in offers as deemed to be in the best interest of the State and approved by the Louisiana Property Assistance Agency.

Total price quoted on the provided bid form must reflect the purchase of the new tractor less the trade-in amount.

Quote allowance offered for the following equipment for trade-in. Equipment is offered "as is, where is".

Type of Equipment: **2008 4wd tractor, with 522 loader, pallet forks and bucket.**

Brand of Equipment: **John Deere**

Model Number: **5203**

Trade-in Equipment is located at:

Burton Complex

7001 Gulf Hwy

Lake Charles, Louisiana

To schedule an appointment to inspect the equipment contact:

Contact person: Justin Browning

Email: jbrowning@mcneese.edu

Phone Number: 337-475-8004