

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

INVITATION TO BID

TO

FURNISH, DELIVER AND INSTALL
PROTECTIVE GYM FLOOR COVERS AND THEIR HANDLING SYSTEMS
TO THE SOUTHEASTERN LOUISIANA UNIVERSITY PENNINGTON STUDENT ACTIVITY CENTER

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Himber
Telephone: (985) 549-2064

PURCHASING AGENT: Phyllis Hoover, CPPB, NIGP-CPP
Telephone: (985) 549-5415

REQUISITIONED BY: Eric Aymond
Telephone: (985) 549-5727

RELEASE DATE: February 12, 2025

BID OPENING DATE: March 5, 2025

BID OPENING TIME: 4:00 P.M., CST

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
North Oak Street Maintenance Complex
Hammond, Louisiana

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE SIGNATURE FORM

BIDDER'S NAME: _____

TELEPHONE NO: _____ FAX NUMBER _____

MAILING ADDRESS: _____
ADDRESS CITY STATE ZIP CODE

SCOPE OF SOLICITATION

Southeastern Louisiana University is soliciting this bid specification to procure Protective Gym Floor Covers and their Handling Systems. The equipment shall be furnished and delivered to the Central Receiving Station on Southeastern Louisiana University's Campus.

The successful bidder shall be required to provide the following support materials within ten (10) days of installation of equipment: (1) service and parts manuals describing maintenance intervals and procedures to keep the equipment in top condition and (2) owner's manuals to describe correct operation of each item.

Pricing shall include the cost of furnishing desired equipment and delivery.

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

No. _____ Dated _____ No. _____ Dated _____

OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of each item offered - F.O.B. University, Hammond, LA.

Delivery to: Southeastern Louisiana University, Central Receiving Station, 2400 North Oak Street, Hammond, LA 70402
Contact Eric Aymond (985) 549-5727 to coordinate delivery

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.

**THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON.
BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.**

TERMS: Net 30 Prox., F.O.B. University Receiving Station, Hammond, Louisiana.

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

THIS BID RESPONSE SUBMITTED BY: _____

AUTHORIZED OFFICER: _____
Signature (Print or Type Name)

TITLE: _____ **DATE:** _____

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail Address: Southeastern LA University Purchasing Department SLU 10800 Hammond, LA 70402	Delivery: Southeastern LA University Purchasing Department Property Control & Supply Bldg 2400 North Oak St. Hammond, LA 70402
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Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

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 by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should 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 document.
- 3) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **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 visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.

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5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

6) Notice of Special Programs Available for Small Business:

<https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business>

7) Signature Authority: In accordance with LA Revised Statute 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 an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

8) If submitting a response equal to or greater than \$100,000.00 to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

GENERAL CONDITIONS

The SLU Purchasing Department 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.

- 1) Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms:** Cash discounts for less than 30 days may be offered, 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.
- 3) Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products:** Unless specifically called for in the solicitation document, 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 solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state 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.

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7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within 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 condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

A Member of the University of Louisiana System

Rvsd. 11/20

Court Cover Equipment

I. BID AWARD

Due to compatibility, this bid shall be awarded to one vendor for all items. Vendor must bid on all items. Failure to do so shall result in rejection of the bid response without further consideration. for the group.

II. COMPLIANCE

Failure on the part of the bidder to comply with any and all requirements and conditions of this specification may subject the bid response to rejection. No exception to or deviations from the specification will be considered unless each exception or deviation is specifically stated as part of the bid. Any exception must be specifically stated by the bidder as an exception with a detailed statement completely defining the exception or exceptions. The item number, the make and model number of the alternate offered, and any exceptions/deviations MUST be submitted with the bid response; however, that information alone may not be sufficient for evaluation and the burden of proof of compliance with the specification will be at the expense and responsibility of the vendor if questioned by the user department after delivery.

THE BRAND NAMES SPECIFIED ARE USED ONLY TO DESCRIBE THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. HOWEVER, IF BIDDING AN "EQUIVALENT" TO BRAND SPECIFIED IT IS MANDATORY THAT BIDDER FURNISH WITH BID DETAILED LITERATURE AND/OR SPECIFICATIONS TO BE USED IN EVALUATION OF PRODUCT THAT ENSURE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED ARE MET. FAILURE TO SUBMIT SAID INFORMATION SHALL BE CAUSE FOR BID NOT TO BE CONSIDERED.

III. DELIVERY AND INSTALLATION

Scope of delivery and installation includes labor, materials and services required to produce a complete delivery acceptable to the University. **Pricing shall include the cost of furnishing desired equipment and delivery.**

Successful bidder shall notify the Director for Recreational Sports and Wellness, Eric Aymond, at (985)549-5727 or eric.aymond@selu.edu at least 48 hours prior to delivery. No deliveries are to be scheduled on weekends or holidays, or after hours. Under no circumstances shall a delivery be made to the site or the University without giving prior notice and receiving approval. Delivery and installation shall occur during regular work hours. 8:00 AM to 4:00 PM Monday through Thursday or 8:00 AM – 12:00 PM Friday.

IV. WARRANTIES

1. 17 year warranty on protective gymnasium floor covers.
2. 20 year warranty on cover handling system.
3. 5 year warranty on dual-brush system.

V. SPECIFICATIONS

1. Protective Gymnasium Floor Covers: “Ultima 4000” or Equal

1. Material Properties:

- a. Surface Finish: Safety, slip-resistant, diamond-tread-plate pattern.
- b. Surface Treatment: Cover-Guard treated to resist odors and germs. Rot and mildew resistant.
- c. Fabric Core: Single layer, woven polyester.
- d. Weave Count: 19 by 19.
- e. Coating: PVC, knife/spread-coating process.
- f. Weight:
 - 1) Outer Vinyl Wear Coating, Top and Bottom: 10.35 ounces per square yard on each side.
 - 2) Inner Fabric Core: 5.30 ounces per square yard.
 - 3) Total Cover: 26 ounces per square yard.
- g. Can be used with either side up.

2. Mechanical Properties:

- a. Slip-Resistant Surface, Coefficient of Friction, ASTM D 1894: 0.61. ADA compliant.
- b. Tensile Strength, Fed. Std. 191-5100: 440 pounds.
- c. Tear Strength, Fed. Std. 191-5134: 120 pounds.
- d. Adhesion, ASTM D 751: 35 pounds per inch.
- e. Hydrostatic Resistance, ASTM D 751: 430 pounds per inch.

3. Fire Resistance Compliance:

- a. UL 214.
- b. NFPA 701, large-scale test.
- c. California Fire Marshall.
- d. Connecticut Fire Marshall: Class 1 rating.
- e. State of New York: Class A rating.

4. Construction:

- a. Section Length: 107-ft, 6-in
- b. Section Width: 10 feet.
- c. Seams: Thermally welded.
- d. Lap Weld: Minimum 1 inch.

5. Colors: Desert sand on 1 side, dark grey on other side

2. Cover Handling System: “Ultima Series Covermate II” or Equal

1. Size:

- a. Width:
 - 1) Outriggers Retracted: 34 inches.
 - 2) Outriggers Extended: 57-1/2 inches.
- b. Length: 13'-2".
- c. Height:
 - 1) Eight-Roller Model: 5'-6"

2. Frame: 1-1/2-inch and 2-inch rectangular-tubular frame.

3. Frame Finish:

- a. Powder coat.
- b. Color: Silver.

4. Outriggers:

- a. Provides stability against tipping.

- b. Retractable.
- c. Two adjustable, swivel casters on each outrigger.
- d. Locking pins secure outriggers in extended or retracted positions.
- e. Color: Safety orange.
- 5. Pressure Floor Locks:
 - a. Two floor-locking brakes, 1 at each end of unit.
 - b. Foot operated.
 - c. Bolted to frame.
 - d. Locks cover handling system to floor.
- 6. Casters:
 - a. Six Colson ball-bearing casters.
 - b. Non-marking Santoprene Softreads treads.
 - c. One of 3 casters at each end is offset to spread load over larger area and to better protect floor.
 - d. Diameter: 6 inches.
 - e. Tread Width: 2 inches.
 - f. Tread Thickness: 3/4 inch.
- 7. Roller Collars:
 - a. On each end of each roller.
 - b. Holds roller captive.
 - c. No exposed pins. Prevents sideways movement of roller.
 - d. Eliminates finger pinch points.
 - e. Color: Bright yellow.
- 8. Roller-Bearing Brackets:
 - a. Polycarbonate brackets with Delrin roller bearings.
 - b. Mounted with 1/8-inch-thick shock-absorbing rubber pads.
 - c. Safety bolt on each roller-bearing bracket holds roller captive to prevent roller pop-ups.
- 9. Rollers:
 - a. Flo-Coat galvanized steel with clear topcoat.
 - b. Diameter: 2-1/2 inches.
- 10. Fastening Clips:
 - a. Four push-on clips for each roller.
 - b. Extruded, flexible plastic.
 - c. Color: Orange.
- 11. Loading Covers on Rollers: Two 1-piece Lexan polycarbonate hand cranks.
- 12. Certified Load Capacity: 5,400 pounds.
- 13. Assembly: Field assembled. Include instruction manual.

3. Dual-Brush System: "Ultima Series Coverclean" or Equal

- 1. Mounting:
 - a. Quick connect/disconnect.
 - b. 1-5/8-inch, 14-gauge drawn channel.
 - c. Mounts on both sides of system.
- 2. Brush Angle: Brush mounted at 35-degree angle to match path of cover travel at each roller height.
- 3. Brush Heads: Dual-opposing heads sweep debris and dust from both sides of cover during wind-up.
- 4. Bristles:
 - a. Two rows of 3-inch bristles.
 - b. Black, Styrene-Fiber Bristle Row: Fine sweeping.
 - c. Red, Polystyrene-Fiber Bristle Row: Heavy debris.

SOUTHEASTERN LOUISIANA UNIVERSITY

BID RESPONSE FORM

Pricing shall include the cost of furnishing desired equipment, delivery, setup, installation of the equipment, and training after the installation is complete.

	Item Description	Units	Unit Price	Amount
1.	Ultima 4000 Protective Gymnasium Floor Covers or Equal State Make/Model:	24		
2.	Ultima Series Covermate II Cover Handling System or Equal State Make/Model:	3		
3.	Ultima Series Coverclean Dual-Brush System or Equal State Make/Model:	3		

PRICES MUST INCLUDE ALL COSTS FOR SHIPPING F.O.B. TO SOUTHEASTERN LOUISIANA UNIVERSITY RECEIVING STATION, 2400 NORTH OAK STREET, HAMMOND, LOUISIANA 70402.

TOTAL ITEMS 1 THROUGH 5

Name of Company: _____

Officer's Initials: _____

Check the maximum delivery time the bidder can warrant delivery and installation of the equipment offered after receipt of a purchase order:

() 15 days or less

() 30 days or less

() 60 days or less

() Other, State: _____

SOUTHEASTERN LOUISIANA UNIVERSITY

ALTERNATIVE PRODUCT OFFERING FORM

TO BE COMPLETED BY BIDDER AND SUBMITTED WITH BID RESPONSE FORMS IF OFFERING AN ITEM OR ITEMS OTHER THAN SPECIFIED. PLEASE PROVIDE DETAILED SPECIFICATIONS OF ALTERNATE PRODUCT WITH BID RESPONSE. FAILURE TO INCLUDE THIS SHEET AND PROVIDE DETAILED LITERATURE FOR ALTERNATIVE PRODUCT SHALL BE CAUSE FOR REJECTION OF BID.

<u>ITEM #</u>	<u>MAKE/MODEL OFFERED</u>	<u>ANY EXCEPTION/DEVIATIONS</u>
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