

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

Invitation to Bid

Bid Name:

40006-TC #131 – Campus Moving - 25-26 FY

(Non-Mandatory Jobsite Visit scheduled for **Tuesday, March 25, 2025** – see page 3)

Bid Due By & To Be Opened On:

Thursday, April 10, 2025 at 2:00PM CST

Contact Person:

**Wendy Boesch
Senior Buyer
(504) 762-3031**

NAME OF COMPANY

ADDRESS

_____/_____/_____
CITY, STATE, ZIP

_____/_____/_____
PHONE NUMBER FAX NUMBER EMAIL

SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

TITLE PAGE

GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Wendy Boesch, Senior Buyer-Purchasing Department at the following address:

Delgado Community College
O'Keefe Administration Building
501 City Park Avenue, Building 37
New Orleans, La 70119

**Questions ONLY may be emailed to: wboesc@dcc.edu or purchasingdept@dcc.edu

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

2. **Sealed bids may be submitted by mail or in person. (All bids must be IDENTIFIABLE PRIOR to any envelope/package opening). The BID NAME and NUMBER must be on the OUTSIDE of the packaging, including any express mail/shipping packaging.**

Emailed or faxed bids NOT accepted.

Mailed bids and hand carried bids shall be sealed and delivered to the person/address in item #1. If hand carried, Bids are to be delivered directly to the Purchasing Department. Do not leave on counter unattended. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue.

****Bids received without this information, Not identifiable, and/or after the due date and time on the title page shall be automatically disqualified. ****

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.
4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.
5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.
6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.
7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

END OF GENERAL INFORMATION SECTION

SCOPE and SPECIFICATIONS
40006-TC #131 – Campus Moving - 25-26 FY

SCOPE and SPECIFICATIONS:

This open solicitation is for a Term Contract Bid for the provision of labor, equipment, materials, supplies, personnel, supervision, etc. necessary for Campus Moving services on an as needed basis at Delgado Community College's multiple campuses/buildings throughout the Greater New Orleans and/or Baton Rouge areas. Additional locations may be added to the contract see page 13.

City Park Campus 615 City Park Ave New Orleans, LA 70119	Westbank Campus 2600 General Meyer Ave New Orleans, LA 70114	Sidney Collier Site 3727 Louisa Street New Orleans, LA 70126	River City Site 709 Churchill Pkwy Avondale, LA 70094
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The bidder agrees that by submitting a bid and acceptance of an award, all terms and conditions as stated in this bid document will become a contractual agreement between the College and the Bidder.

1. **CONTRACT TERM FOR SERVICES:** This contract will begin on July 1, 2025 and end on June 30, 2026.

2. **PRE-BID/JOBSITE VISIT:**

- a. A pre-bid jobsite visit is not required however, it is strongly recommended that bidders attend the jobsite visit at each location to ascertain the scope of the work to be perform.
- b. The jobsite visit will be conducted on **Tuesday, March 25, 2025 at 9AM CST** at the Facilities Office in Building 10 (Frances E Cook Bldg) at Delgado Community College's City Park Campus located at 615 City Park Avenue, New Orleans, LA 70119 (Orleans Blvd side of campus).
- c. If, upon visiting site, Bidder has questions or finds concerns with the details of this Bid document Bidder is to submit those questions in writing to wboesc@dcc.edu or purchasingdept@dcc.edu by the deadline date on page 10, otherwise it will be interpreted that you are quoting as specified.
- d. Although impromptu questions will be permitted and spontaneous answers will be provided during the pre-bid jobsite visit, the only official answer or position of DCC will be stated in writing in response to written questions submitted from bidders to the Purchasing Department and answered via an Addendum.

3. **PRICING:** Must be listed on the Bid Form below.

- a. Bidder is to include all costs per line items, including but not limited to: material/item cost, discounts, rebates, warranty cost, shipping, delivery, installation, labor, equipment and tools or any other charges necessary for completion of this bid/job. No additional charges or other costs after the fact are allowed. Price must be firm and not subject to change. Additional costs disclosed later will be at the expense of the Bidder. There shall be no surcharge whatsoever.
- b. All line items shall be bid or if zero dollars notate an explanation: i.e. "Not able to supply" or "included in a different line item number", etc.

- c. Pricing will be for (2) separate areas and specifically stated for a 1-way pickup site to the delivery site for each area of moving: 1. Within the Greater New Orleans areas and 2. From Greater New Orleans areas to Baton Rouge areas).
- d. Bids submitted in any other manner will not be accepted. Quotes prepared on the vendors own form are not an allowable substitute for completing the bid on the required Bid Form below.

4. **FREQUENCY:** These services shall be performed on an as needed basis.

5. **SERVICES:** Bidder is to provide services in accordance with this Bid Document and provide the required documented reports timely to the Delgado designee.

- a. All moving shall be coordinated ahead of time through Delgado's Property Control Manager, Deshka Brodigan, dbrodi@dcc.edu 504-671-5538. It will be the responsibility of the successful bidder to acquire the signature of Ms. Brodigan or her designee each time a visit is made to a college location to provide the detailed services described in this bid. Also, required documentation shall be left with said College Representative.
- b. Upon arriving at any location, Vendor Representative MUST sign in at an advised designated area prior to conducting any business on campus.
- c. All vendor personnel/subcontractors conducting services shall be trained and highly qualified to perform the requested work.
- d. Bidder is to provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with this bid. All work shall meet any required trade standards and shall also meet College Standards. Required insurance suitable for this type of work must be provided and maintained.
- e. Before this project is acceptable and complete, Bidder shall clean up and remove from the premises all debris resulting from this work, and shall see to it that all materials furnished are left in good order, clean and properly installed.
- f. Bidder is to provide a detailed report of the services completed per location. Designated College Representative shall make final inspection, sign off on all successful work and invoices.
- g. Scheduling of services are imperative as to not interfere with the ongoing operation of the College and/or of shutting down any utilities or buildings. Bidder may use reasonable amounts of utility services available at the site at no charge from the College, The College may not provide utility service beyond that is existing.
- h. Bidder is advised to carefully consider all College physical features and activities and occupancies by faculty, staff and students, and to plan services so as not to disrupt the normal operations and activities of the College except as expressly permitted by the College in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone, or other utilities lines, which may be in the way of/or adjacent to the service area, and shall take appropriate action to protect these items during the work.
- i. Bidder is to use caution in performing the service so as not to damage adjacent buildings, building elements, including trees, shrubs, vegetation and lawn areas. Where damage occur, Bidder agrees to restore the damaged area to original condition replacing vegetation and lawn with equal size and species. Materials must be distributed to not endanger the building structure.

- j. Bidder is to provide sufficient signs/barricades to identify the work site and restrict entry. Where necessary, equip barricades with warning lights for night use. Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. Erect and maintain temporary enclosures and barriers to prevent unauthorized access to the site.
- k. Bidder is to schedule delivery vehicles which will interfere with normal campus traffic. When deliveries are made from the street curb, provide sufficient properly attired and equipped flagmen to safely control and maintain the flow of traffic. It is the policy of Delgado Community College to provide full access to all disabled individuals in all areas possible. Bidders, vendors must ensure their staff is aware of this policy and park accordingly, ensure no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Bidder, shall assume the responsibility for the safe transit of all disabled persons.
- l. The successful bidder must warrant firm's compliance with all applicable federal, state and local laws, rules, regulations and any and all other requirements in connection with this work. The successful bidder must possess all necessary licenses, permits, etc. and pay all fees in connection therewith.
- m. No interest shall be assigned or transferred in this contract without prior written consent from the College, provided, that claims for money due or to become due from the College under this contract may be assigned to a bank, trust company or other financial institution without such approval. Notice of such assignment or transfer shall be furnished promptly in writing to the College.
- n. If any part of the work is incomplete or not performed satisfactorily, the Bidder must agree to complete the work to the satisfaction of the College with no additional charges.

6. **SPECIFICATIONS:**

- a. Vendor shall provide the vehicle, equipment, supplies, labor, supervision, etc. necessary for miscellaneous moving at various Delgado locations within the Greater New Orleans areas and from the Greater New Orleans areas to Baton Rouge areas. on an as needed basis.
- b. College Representative will request services needed based on job, including a pre-meeting of the Vendor, if job warrants it. Vendor must submit estimates in accordance with the services/job requested by the College Representative, the bid requirements, and the price set forth in the Bid Form for approval.
- c. This service contract provides for the personnel, supervision, equipment including any required vehicles and all packing supplies necessary and reasonably incidental to the complete and satisfactory movement, relocation or removal of office furniture, discarded property, install/uninstall and assembling/un-assembling of office furniture if needed, boxes or other items, at any and all locations, as requested by the College Representative. Delgado will pay a minimum of 3 hours per man for each day moving services are performed. The cost of truck's usage should be included in the bid per vehicle size listed on the Bid Form.
- d. Price shall be per the Bid Form and be firm for the 2 separate areas as listed.
 - i. Area 1=Greater New Orleans areas
 - ii. Area 2=Greater New Orleans to Baton Rouge areas.

e. Note 1: Box Truck & Equipment Cost:

- i. Stated price includes: supplying one fully operational box truck for each move per day. The cost is priced per each size truck. Each move shall include but not limited to the equipment necessary to effectively and efficiently accomplish the moving tasks: 4 wheeled dollies, panel carts, rolling bookcases, shrink wrap, protective pads, pallet jacks, appliance dolly, safe jacks, hand tools for disassembling and assembling office furniture as needed, i.e. Allen wrenches, screwdrivers (Phillips and flathead), drills, etc.
- ii. Truck & Equipment Bid/billing price should be based on time starting when Vendor arrives at pickup site and ends at delivery site (one-way trip). Delgado does not pay for additional and/or separate time to and from Vendor's location, maintenance, gas, mileage etc. not stated within this bid.

f. Note 2: Labor Rates:

- i. Stated Price includes the labor rates per hour for personnel used per job requested. Labor Rates/Billing time starts when Vendor's crew arrives at pickup site and ends after deliveries/assembly is completed. Delgado does not pay any additional and/or separate time not stated within this bid.
 1. STRAIGHT TIME will be used for work done between the hours of 8:00am – 4:30pm Monday through Friday.
 2. OVERTIME RATE will be used for work done outside of the hours of 8:00am – 4:30pm Monday-Friday. All Overtime requests by the Vendor must be in writing and approved in writing by the Project Manager in advance.
 3. URGENT RATE will be used for work done where the College requires the Vendor to be on-site within three (3) days or earlier from the time the College Representative makes initial contact with the Vendor.

- g. **Note 3: Materials:** If materials other than those specifically listed in the Bid are required to complete any work requested by the College. The Vendor shall prepare a list of these materials along with the pricing for approval by the College Representative. If these materials are incidentals (total value less than \$50, or are items which will not be required on a repetitive basis and their total cost is less than the competitive thresholds specified in the most current Executive Order for Small Purchase Procedures, the College may choose to purchase the items from the Vendor at the quoted prices. If the items not specifically listed in the Bid exceed the Executive's Order's competitive threshold, the required competition must be secured by the College. The College reserves the right to add items to the contract which may be required on a repetitive basis.
- h. For all Projects, a written estimate shall be provided by the vendor for each project to the College Representative before work begins. The written itemized estimate shall match the rates as bid and include: quantity, labor, vehicle/equipment, materials, and timeline to begin and complete, etc. a project as requested. The College Representative shall approve this written estimate in writing, by fax or email, before the work begins.
- i. All Invoices must be itemized per both the pricing set forth in the bid and the approved estimate. Lump sum invoices will not be processed. Itemized invoices must be received within two (2) weeks after that job completion.

j. Expected timelines for projects are as follows:

i. For all Standard Projects:

1. Vendor is to respond/contact the College Representative within 24hours of initial service request to discuss upcoming scheduling availability.
2. Vendor must submit a written detailed estimate for project within 72hours after request for written approval, that includes truck size/equipment, labor, material cost, timeline (begin & complete), etc.
 - a. Pricing must be per the Bid Form "Straight Time Rates" as listed on the Bid Form
 - b. Most projects are expected to begin no later than 5 days after approved request
 - c. Most projects are expected to be completed no later than 3 days after start date

ii. For all Urgent Projects:

1. Vendor is to respond/contact the College Representative within 12hours of initial service request to discuss upcoming scheduling availability.
2. Vendor must submit a written detailed estimate for project within 24hours after request for written approval, that includes truck size/equipment, labor, material cost, timeline (begin & complete), etc.
 - a. Pricing must be per the Bid Form "Urgent Rates" as listed on the Bid Form
 - b. Most projects are expected to begin no later than 3 days after approved request
 - c. Most projects are expected to be completed no later than 3 days after start date

iii. All Overtime requests by Vendor must be requested & approved in writing by the Project Manager in advance.

- k. The bidder personnel performing services under this agreement will perform in a professional and safe manner, dress in appropriate attire (i.e. t-shirt with company logo) and closed-toe, covered, secured shoes (i.e. no flip flops, slippers etc.) and will comply with all applicable security and safety regulations. The bidder will provide copies of regulations, and applicable updates to the bidder's personnel, provided by the College. If there is any dissatisfaction with the performance of any bidder's personnel, the contract coordinator will notify the bidder of the specific deficiencies in writing, the bidder will address these non-performance issues within 10 days. If their remains dissatisfaction with such performance after the bidder has taken remedial action, the bidder will remove such personnel and provide a replacement. If, in judgement, contract coordinator believes that the actions of such personnel warrants immediate action, the contract coordinator will contact the bidder and provide grounds for the request and the bidder will replace the said personnel.**
- l. The bidder will log all service calls, work order request and report the result of the service calls, and follow up with the contract coordinator to their satisfaction.**
- m. The College reserves the right to separately bid out any projects if we feel it's warranted and/or procure materials, supplies, parts etc. and provide them to the Vendor, as applicable.**

Pricing Model:

In order to determine the lowest responsive, responsible bidder, all bid requirements must be followed and bids will be tabulated based on the below model.

BOX TRUCK & EQUIPMENT/SUPPLIES:		
Price for one (1) vehicle size per day; including moving supplies and equipment as stated on the Specification/Scope pages	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
16ft box truck	5.00%	3.00%
18-20ft box truck with liftgate	5.00%	3.00%
22-24ft box truck with liftgate	5.00%	3.00%
26-28ft box truck with liftgate	3.00%	1.00%
additional truck per day with equipment (second truck)	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
16ft box truck	4.00%	3.00%
18-20ft box truck with liftgate	4.00%	3.00%
22-24ft box truck with liftgate	4.00%	3.00%
26-28ft box truck with liftgate	2.00%	1.00%
LABOR RATES:	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
Straight Time Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	6.00%	4.00%
Driver	6.00%	4.00%
Laborer/Installer/Assembler/Packer	6.00%	4.00%
Over Time Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	2.00%	2.00%
Driver	2.00%	2.00%
Laborer/Installer/Assembler/Packer	2.00%	2.00%
Urgent Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	1.00%	1.00%
Driver	1.00%	1.00%
Laborer/Installer/Assembler/Packer	1.00%	1.00%
TOTAL PERCENTAGE	59%	41%

END OF SCOPE AND SPECIFICATIONS SECTION

BID FORM/SCHEDULE
40006-TC #131 – Campus Moving - 25-26 FY

BOX TRUCK & EQUIPMENT/SUPPLIES:	PRICING must be for two (2) separate areas and stated for one (1) way from pickup site to delivery site.	
Price for one (1) vehicle size per day; including moving supplies and equipment as stated on the Specification/Scope pages	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
16ft box truck	\$	\$
18-20ft box truck with liftgate	\$	\$
22-24ft box truck with liftgate	\$	\$
26-28ft box truck with liftgate	\$	\$
additional truck per day with equipment (second truck)	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
16ft box truck	\$	\$
18-20ft box truck with liftgate	\$	\$
22-24ft box truck with liftgate	\$	\$
26-28ft box truck with liftgate	\$	\$
LABOR RATES:	Within and around the Greater New Orleans areas	From Greater New Orleans areas to Baton Rouge areas
Straight Time Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	\$	\$
Driver	\$	\$
Laborer/Installer/Assembler/Packer	\$	\$
Over Time Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	\$	\$
Driver	\$	\$
Laborer/Installer/Assembler/Packer	\$	\$
Urgent Rates per Hour (\$/HR)		
Move Coordinator/Supervisor	\$	\$
Driver	\$	\$
Laborer/Installer/Assembler/Packer	\$	\$

Addendum No: _____	Dated: _____	Addendum No: _____	Dated: _____
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Bidder declares and represents that the company representative; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents, d) if applicable, for installation/services, etc., has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, supervision, etc. to perform, in a workmanlike manner, all items and services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Office and Facility Services.

By signing and submitting a bid, the bidder has read, understands, and acknowledges this Bid Document in its entirety and any and all addenda (*if applicable*) and therefore, certifies compliance with all bid requirements and has bid in accordance therewith.

Date _____ Signature _____

END OF BID FORM

INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS FOR BIDDERS

QUESTIONS, INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING AND ADDENDA:

Any questions arising from this Bid must be addressed in writing to the individual indicated on Page 2 and will be answered via an Addendum. All questions must be submitted no later than **Tuesday, April 1, 2025 by 12:00PM CST**. A final 48-hour period after the issuance of Addendum will be granted for questions which are directly related only to the answers provided in the Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge all issued Addenda by signing and submitting the Addenda with their Bid. Failure to acknowledge & submit all Addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from
<https://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

SUBSTITUTIONS, EQUIVALENTS, ALTERNATE BID:

Substitutions/Equivalents may not be applicable to this work.

For materials; any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Vendor must state the brand/model he or she is bidding on each item.

For materials; it is the sole responsibility of the Vendor to prove equivalency for any substituted item bid. Vendor must submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so will eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

For services; it shall be the responsibility of the Bidder to include a statement setting forth any changes necessary and include any proposed corrections to this bid for review. The decision of the College as to substitutions shall be final.

If a Bidder wishes to submit **an alternate bid** in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed title sheet/addenda must be submitted with the alternate.

CONTRACT TERM & ANNUAL AGREEMENT:

This contract will begin on **July 1, 2025** and end on **June 30, 2026**. If mutually agreeable, contract may be renewed for up to two (2) consecutive twelve (12) month periods at the same prices, specifications, requirements, terms, conditions, etc. of this Bid. Contract extensions may not exceed thirty-six (36) months total.

Escalation Clause for Materials/Supplies; Prices set forth in the bid/contract shall remain effective for the duration of the initial contract period. Prior to any renewal term acceptance, the Vendor may request a price increase for the upcoming renewal term based on documented increase. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) for the prior 12 months. The College reserves the right to approve or disapprove the price increase for the next FY.

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

The Bidder agrees that by submitting a bid and acceptance of an award, all rates, requirements, terms and conditions as stated in the bid documents will become a contractual agreement between the College and the Bidder.

This contract does not contain a minimum purchase guarantee. Orders may be placed on an "as needed" basis and may be placed at any time during the course of the contract.

Services are to be performed as stated in the Scope, Specifications and on the Bid Form.

QUALIFICATIONS OF BIDDERS:

Bidders must be licensed to operate in Louisiana and shall have performed services for five (5) or more years at a large institutional, commercial facilities of a similar size scope and shall be required to perform the work set forth in the specifications.

All Bidders must be fully permitted/licensed to provide this service. A **copy of the permit/license must** be provided with the bid. Bidder must submit a copy of their business license to reflect their qualifications in this field. **Failure to provide this license shall result in immediate rejection of the Bid.**

Delgado Community College reserves the right to make any inquiries and investigations it deems necessary to determine the capability and responsibility of any Bidder to perform the contract work. The Bidder shall furnish all information and data requested by the College for this purpose. Failure of any Bidder to promptly provide information with their bid or in connection with any inquiry may be grounds for rejection of their bid without further consideration.

REFERENCES:

Bidder must complete **Attachment B, References Form** and submit it with their bid. References should be from companies that the Bidder has provided a similar nature/scope or larger scale operation based upon volume of products and/or type of service performed within the last five (5) years as required in the specifications.

BID SUBMITTAL:

Bids must be submitted by mail or in person. Faxed or emailed Bids NOT accepted. **(All bids must be identifiable PRIOR to opening): Mailed or In Person Bids** - must include **the bid name and number on the OUTSIDE of the packaging including any express mail/shipping package.** If in person, Bids are to be delivered directly to the Purchasing Department. Do not leave on counter unattended. Bids submitted must be received by the date and time stated on the title page. **Bids received without this information and/or after the due date and time will be automatically disqualified.**

In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved, if applicable).

Bids must be submitted on the forms furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for this proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with all requirements set forth in this bid will cause your bid to be disqualified.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

The Bidder agrees that his/her bid is in accordance with the Scope and Specifications listed and is based solely upon the materials, requirements, etc. described in this Bid Document as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bid Documents and addenda.

PRICING:

Pricing as quoted in this Bid will be firm and not be subject to change. Bidder is to include but not limited to: item cost, discounts, rebates, warranty costs, shipping, handling, materials, installation, labor or any other charges necessary for completion of this bid and must be included in the cost per line item. Charges or items not listed but necessary for completion shall be furnished as part of the prices bid. Additional costs disclosed later will be at the expense of the Bidder.

Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.

PAYMENT TERMS:

Vendor must accept purchase orders and will be paid on a Net 30 basis. There will be no pre-payment of any merchandise.

All invoices should be submitted to the College's Accounts Payable Department and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing Office.

All invoices must be itemized in accordance with the fees set forth in the bid, lump sum invoices may not be processed.

Payment for Services shall be made to the Vendor once a month after receipt by the College of an invoice (or invoices) by which the Bidder certifies, and the College agrees, that all the invoiced work was satisfactorily performed in accordance with the specifications. The college must receive an itemized invoice within two (2) weeks after completion of that job in accordance with the fees set for in the bid for payment. Invoices will not be paid prior to 30 days from receipt of invoice or completion of services/project.

MATERIAL/SUPPLY ORDERS, if applicable:

Awarded bidder shall receive orders for supplies and/or services via a faxed or emailed purchase order/number. All orders must be shipped per the requirements of this Bid. All shipping/handling and any other charges necessary for the completion of the bid must be included in the line item pricing. Additional costs disclosed later will be at the expense of the Bidder.

For materials; Contact person for the order will be listed on the purchase order and supplies are to be delivered to the location and person indicated on the Purchase Order. All orders shipped must list the name of the recipient and purchase order number on the shipping label. NOTE: If shipping to our City Park Campus, the ship to address will be to the warehouse (unless otherwise noted on PO) at 894 Navarre Ave Bldg 42 New Orleans, LA 70124.

For materials; Successful bidder will be responsible for shipping the materials to the Campus location designated by the College. Materials are to be off-loaded by the shipper and include inside delivery to each campus' receiving area if required. Packages must not be left curbside. All areas must be kept free of hazards during delivery. Any cost associated with delivery must be included in the unit price bid.

For materials; If any supplies are received damaged, Bidder will issue a return merchandise authorization for the damaged items and immediately replace it in accordance with the contract timeframe. The cost to send back any damaged merchandise is at the expense of the Bidder.

NON-EXCLUSIVITY CLAUSE:

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

BIDDERS and SUBCONTRACTORS:

The Bidder servicing this contract shall be noted as the prime bidder of record with all transactions taking place between the College and the successful Bidder/Contractor. Any supply subcontracts, shipping companies, etc. in place between the Bidder and their suppliers are the sole responsibility of the Bidder and in no way will result in any type of contractual agreement between the subcontracted supplier and Delgado Community College.

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

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

INSURANCE:

Insurance Certificates and Indemnification Agreement are mandatory prior to any work/services being conducted on any Delgado Community College premises.

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

After notice of award, the successful bidder will be responsible for ensuring Delgado Community College receives the required insurance certificate in a timely manner.

MODIFICATIONS OF MATERIALS, LOCATIONS and/or SERVICES:

We do not anticipate many changes to this contract.

The College reserves the right to adjust quantities as needed without change in price, and/or add or subtract additional materials/items/services/locations to this contract during the course of the agreement.

The College reserves the right to add additional materials, items, services and/or locations to this contract during the course of the agreement. The College will request the addition from the Vendor/Contractor, and a rate/price may be negotiated and agreed upon at that time by all parties. Additions are subject to the same terms, conditions, etc. of this Bid. All locations will be within the Greater New Orleans area. All other bid pricing will stay the same. The College reserves the right to approve or disapprove the negotiated price, therefore, having the option to bid said additions.

The College reserves the right to remove materials, items, locations or services as needed, which will remove said cost for discontinuing the services or materials from this bid without affecting any other pricing.

MODIFICATION OR WITHDRAWAL OF BID:

A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Delgado Community College Purchasing Office at the place and prior to the time designated for receipt of bids.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

DISCRIMINATORY PRACTICES:

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, bidders, and suppliers to take affirmative action to affect this commitment in its operations.

Both the College and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

COMPLIANCE:

The Bidder agrees that he/she complies with all bid requirements as stated in this bid and has reviewed and received any and all addenda (*if applicable*).

The bidder must warrant firm's compliance with all applicable federal, state, and local laws, rules, regulations and any and all other requirements as it pertains to state agencies of the State of Louisiana.

TERMINATION/CANCELLATION OF AGREEMENT:

- The College reserves the right to cancel the request for bids for any reason, and waive any informalities regarding such cancellation.
- The College reserves the right to cancel the purchase order and/or contract upon thirty (30) days written notice for failure of the Bidder to comply with the terms and/or conditions of this Agreement including but not limited to; deliver/complete on time, for delivery of unsatisfactorily merchandise, or for any unsatisfactorily performance by the Vendor as determined by the College.
- **Termination of this agreement for cause** – DCC may terminate this agreement for cause based upon the failure of Bidder to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that DCC shall give the Contractor written notice specifying the Bidder's failure. If within thirty (30) days after receipt of such notice, the Bidder shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, have begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then DCC may, at its option, place the Bidder in default and the Agreement shall terminate on the date specified in such notice.

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

- **Termination for non-appropriation of funds** - The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Termination for Convenience** - The College may terminate the Contract at any time by giving thirty (30) days written notice to the Bidder. The Bidder shall be entitled to payment for work performed (monthly charges to be prorated) to the extent work has been performed satisfactorily.

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

- **Cancellation Conditions** - In any of the following cases, the College shall have the right to immediately cancel the contract agreement due to: the interruption of operation in any of the contracted facilities or the College beyond its control; failure of the Bidder to maintain a satisfactory performance bond or adequate insurance coverage; wherever the bidder is guilty of misrepresentation; wherever the contract agreement was obtained by fraud, collusion, conspiracy, or other unlawful means, or the contract agreement conflicts with any statutory and constitutional provision of the State of Louisiana or the United States. In case of default by the Bidder, the College reserves the right to purchase any or all items or services in default on open market, charging the Bidder with any excessive costs. Until these excessive costs are paid to the College, the Bidder shall not do business with the College again.
- **Implementation of Termination** - The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification and be compensated for such work. In the event of termination or reduction in the scope of work by the College, the College shall pay the Bidder for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Bidder's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work. Upon termination as above, the Contract Administrator shall make final determination of the amount due the Bidder for work performed.

GENERAL TERMS & CONDITIONS:

1. A response to a bid invitation is our only indication of your interest in college business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the bidders' list.
2. It shall be specifically agreed and understood that the Bidders may attend the Bid opening.
3. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
4. Payment terms are to be NET 30 upon receipt of materials and invoice received in our Accounts Payable Department. Prepayment of any materials is not acceptable.
5. Failure to comply with the requirements as stated in this Bid Document will disqualify the bid.
6. Materials supplied or used in the performance of this work must be new and of the highest quality/safety and must comply with the specifications provided in the solicitation.
7. Quantities are estimated to be the amounts needed and are not guaranteed. In the event a greater quantity is needed, the right is reserved by the College to increase the quantity at the unit price stated in the bid for the initial year.
8. Whenever any award is considered, Bidder agrees to furnish specific samples *as applicable*, either for approval or equivalency examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College regarding equivalency shall be final. Any samples submitted for comparison will not be returned.
9. Delgado Community College reserves the right to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
10. It shall be distinctly agreed and understood that the price quoted must be a firm price including shipping, and not be subject to change at time of the shipment of goods or delivery of services.
11. In case of default by the Bidder, the College reserves the right to purchase any or all items in default on the open market, charging Bidder with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Bidder will be considered until the assessed charge(s) have been satisfied.
12. All shipping, handling, materials, labor or any other charges necessary for the procurement of these materials or to complete this job must be included in amount bid. Charges or items not listed but necessary for procurement of these items or completion of the job shall be furnished as part of the prices bid. Additional costs disclosed later will be at the expense of the Bidder.
13. All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be included in the unit price. The College will not be responsible for freight charges not clearly stated as a part of this bid.

14. Orders/Services shall be delivered/completed within the allotted timeframe as specified in the Bid, *if applicable*.
15. Delivery/completion is of the essence and the College reserves the right to award to that Bidder providing the earliest delivery/completion date.
16. The College reserves the right to award the above items separately, grouped, or on an all-or-none basis. It is the intent of the College to award to a single vendor.
17. The Bid shall be awarded on the basis of responsive, lowest total cost, qualified bidder, and/or earliest delivery date, if applicable, as determined by the College.
18. Bidder must be able to provide shipping and tracking information for all orders placed if requested by Delgado Community College.
19. Bidder must be able to provide a delivery/project timeline if requested by Delgado Community College.
20. The College shall have the right to reject any or all bids not accompanied by any data/documents required by the Bidding Documents or a bid in any way incomplete or irregular.
21. The Bidder agrees that this agreement and any subsequent contract will be governed by all rules and regulations of the State of Louisiana and that those rules and regulations take precedence over any other terms and conditions.
22. If item(s) or Services bid do not fully comply with specifications, including brand and/or product number or work, bidder must state in what respect the item(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
23. List of distributors: The Bidder signing the bid shall be designated as the Prime Bidder on any contract/agreement resulting from this bid. If additional Bidders are authorized to receive orders for items covered under this proposal, the Bidder must submit, with bid, a list of those additional authorized distributors.
24. Bidders are advised that all hazardous products must be accompanied by a "Hazardous Materials Data Sheet". This sheet must also include suggested antidotes for ingestion and other contact.
25. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Vendor's disposition or returned to the Vendor via Freight Collect. If the Vendor fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
26. If the Vendor fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Vendor making the original unsatisfactory or late delivery.

END OF INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS SECTION

INSURANCE REQUIREMENTS FOR VENDORS

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

The Certificate of Insurance must delineate Delgado Community College as the certificate holder prior to the commencement of any work.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

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

2. Commercial General Liability

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

3. Automobile Liability

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

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

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

C. OTHER INSURANCE PROVISIONS

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

1. General Liability and Automobile Liability Coverage's

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

2. Workers Compensation and Employers Liability Coverage

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

3. All Coverages

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

D. ACCEPTABILITY OF INSURERS

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers compensations only. If at any time an insurer issuing any such policy does not meet the minimum A.M Best rating, the Contractor/Vendor shall obtain a policy with an insurer that meets the A.M Best rating and shall submit another Certificate of Insurance as required in the contract.

E. VERIFICATION OF COVERAGE

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

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

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

F. SUBCONTRACTORS

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

G. WORKERS COMPENSATION INDEMNITY

In the event the Contractor/Vendor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor/Vendor, its owners, agents and employees will have no cause of action against, and it will not assert a claim against the State of Louisiana, its departments, agencies, agents and employer, whether pursuant to the Louisiana Workers Compensation Act, or otherwise under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents, and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor/Vendor, its owners, agents and employees. The parties further agree that the Contractor/Vendor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor/Vendor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

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

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

ATTACHMENT A – INDEMNIFICATION AGREEMENT
40006-TC #131 – Campus Moving - 25-26 FY

_____ **{Contractor/Vendor/Lessee}** agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of

_____ **{Contractor/Vendor/Lessee}** its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by

_____ **{Contractor/Vendor/Lessee}** as a result of any claims, demands, suits and/or causes of action except those claims, demands, suits and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

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

Accepted by:

Company Name

Signature

Title

Date Accepted

Is certificate of insurance attached? ____YES____NO

ATTACHMENT B - REFERENCES
40006-TC #131 – Campus Moving - 25-26 FY

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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Address)</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Phone Number)</div>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Contract Administrator)</div>	

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Company Name)</div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Facility Type)</div>
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END OF BID DOCUMENTS