

STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA

A Member of the University of Louisiana System

**INVITATION TO BID
TO FURNISH AND DELIVER
MISCELLANEOUS HOUSING SUPPLIES FOR THE
PHYSICAL PLANT DEPARTMENT AND SOUTHEASTERN LOUISIANA UNIVERSITY**

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

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

PROCUREMENT SPECIALIST II: Monette Scott
monette.scott@southeastern.edu
Telephone: (985) 549-5324

ITB COORDINATOR: Kody Webb, Physical Plant
Telephone: (985) 549-3333

ITB RELEASE DATE: March 18, 2025

Deadline for Fax Inquiry: March 26, 2025 **Fax 985-549-3810**

BID OPENING DATE: April 8, 2025

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

**BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY
CONTACTING MONETTE SCOTT AT (985) 549-5324 BY April 2, 2025.**

**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.**

This ITB is available in electronic format
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>. It is
available in PDF format or in printed form by submitting a written request to the
Procurement Specialist listed above. It is the Bidder's responsibility to check the
Office of State Purchasing LaPAC website frequently for any possible addenda that may be
issued. Southeastern is not responsible for a bidder's failure to download any addenda
documents required to complete an Invitation to Bid.

**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

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: Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink or electronic signature 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 filled out in pencil; (3) Bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and timestamped 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.
- 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.

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.
- 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.

GENERAL CONDITIONS CONTINUED

By submitting a response 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.

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

11) Prohibition of Companies that discriminate against firearm and ammunition industries: In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees.

Unless otherwise exempted by law, submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association;
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

A Member of the University of Louisiana System

**SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM**

BUSINESS NAME: _____

TELEPHONE NO.: (_____) _____ FAX NUMBER: (_____) _____

ADDRESS: _____

MAILING

CITY

STATE

ZIP

EMAIL: _____

**SCOPE OF WORK: Furnish and deliver miscellaneous supplies on an as-needed basis
for the Physical Plant Department and Southeastern Louisiana University.**

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 item offered - F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions shall be a part hereof.

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.

PLEASE NOTE: LINE ITEM #66 has been approved as a proprietary purchase and only bidders meeting these exact specifications/brand will be considered for an award.

TERMS: Net 30 Prox., F.O.B. University, Hammond, LA 70402

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.

SIGNATURE TO THE BID RESPONSE FORM SHALL BE CONSTRUED AS ACCEPTANCE OF THE FAXED RESPONSE IN ITS ENTIRETY.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

NOTICE TO BIDDERS

Term Contract

The contract period will be July 1, 2025 thru June 30, 2026. Southeastern Louisiana University reserves the right to order additional products at the same price, terms and conditions through June 30, 2024. All products will be ordered on an as-needed basis.

Quantities

Quantities stated on the bid form are for bidding purposes only. Actual quantities may vary as all products will be ordered on an As-Needed basis.

Shipping

All unit bid prices shall be quoted F.O.B. Destination, Freight Prepaid and Allowed. Failure to include all cost related to shipping and handling shall cause rejection of the bid without further consideration. Bid prices shall be complete, including transportation and handling prepaid by the bidder to destination – SLU, 2400 North Oak Street, Hammond, La 70402. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated.

Other

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.

ENTIRE BID RESPONSE TO BE DELIVERED TO PURCHASING DEPARTMENT ADDRESS BY DATE AND TIME INDICATED ON THE FRONT OF THE BID DOCUMENT.

EXCEL FILE WITH BID INFORMATION CAN BE SUBMITTED BY E-MAIL TO MONETTE.SCOTT@SELU.EDU AFTER BID OPENING FOR TABULATION PURPOSES.

BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY CONTACTING MONETTE SCOTT AT (985) 549-5324 BY April 2, 2025.

	Description	Est Qty	UOM	Offering	Unit Price	Total
1	Smoke Detector - 120 Volt, A/C hard wired, battery back-up, front load battery, white in color, inter-connectable, Photo Electric, First Alert model # 9120B, or equal.	50	EA			
2	Privacy door lever - satin chrome delta bed/bath lever type universal handed, Kwikset model #93001, or equal.	75	EA			
3	Passage door lever - satin chrome delta hall/closet lever type universal handed, Kwikset model # 92001 or equal.	75	EA			
4	Garbage disposal - 1/2 hp with stainless steel blade, 120 V, Badger 5, or equal.	15	EA			
5	Toilet tank to bowl bolts - 5/16 x 3 1/2 solid brass, Plumb Pak Model # PP23518, or equal	30	EA			
6	Flush Valve Seal, Plumb Pak # 247876, or equal.	30	EA			
7	Toilet flange bolts - 1/4 x 2 1/4" toilet to floor bolts, brass, Plumb Pak Model # PP 23516, or equal	30	EA			
8	Toilet seat bolts - solid brass, Plumb Pak model # PP23500, or equal.	30	PK			
9	Toilet flapper - universal, premium red rubber resists chlorine, stainless steel chain, 2" flush valve opening. Korky model # 2001 CM, or equal.	100	EA			
10	Elongated toilet seat - white in color.	36	EA			
11	Round toilet seat - white in color.	36	EA			
12	Toilet flush lever - universal, chrome, all metal, 8" arm length, Plumb Pak model # PP23506, or equal.	50	EA			
13	Bathroom faucet - chrome 2 handle faucet, 4" center set, drain included, lever handle spout reach 5.625", height 2.25", Moen model # CA84666, or equal.	10	EA			
14	Shower head - chrome plated brass, 2.5 GPM flow rate, chrome finish, Delta model # RP28599, or equal.	20	EA			
15	Towel bar - 24" Polished Chrome mounting hardware included, T model # D2424PC, or equal.	50	EA			
16	Extension Shower Rod, 72" Chrome, Adjustable, Zinc. Zenith model # 5055, or equal.	40	EA			
17	Cable Plates - standard size - white in color, with coaxial connector. Model # 73239 or equal.	100	EA			
18	Receptacle Plates - standard size - white in color, duplex. Model #40022 or equal.	100	EA			
19	Chrome toilet paper holder, wall mount Centura D8508B item # 4296034, or equal.	50	EA			
20	White Lithium Grease - 10.25 oz spray can, Liquid Wrench, or equal.	10	EA			
21	WD 40 - 12oz spray can with attached smart straw, UNSPSC 15121515, manufacturer #10032 or equal.	10	EA			
22	1-gang white single round wall plate, Pass & Seymour/Legrand Trademaster item # 158777 model # Tp7WCC30 or equal.	100	EA			
23	Light Switch Wall Plate - 3 1/2" W x 5 1/4" H, white toggle type, plastic, standard. Model # FG-1B-WH or equal.	100	EA			
24	Duplex Receptacle - 15 amp, white in color. Item #270W or equal.	50	EA			
25	Light Switch - 15 amp, single pole, white in color. Model #R52-01451-02W or equal.	50	EA			
26	Kitchen Faucet - chrome, high arc, 2 handle, without veggie spray, American Standard model # 9316450.002, or equal.	10	EA			

27	Toilet fill valve – universal, Fluidmaster model # 400ARP25, or equal.	10	EA			
28	42" Ceiling Fan, white surface mount, Harbor Breeze model # BN42WW4C, or equal.	10	EA			
29	Spray Adhesive, 3M 17.6 oz high strength model # 90-24, or equal.	10	EA			
30	Receptacle Decorator Electrical Outlet, White, GFCI 15 amp, 120 volt. Cooper #SGF15W or equal	20	EA			
31	4 ½" Galvanized Swivel Hasp with Screws, Gatehouse model # 34018MGXLG or equal	10	EA			
32	3/8" Compression 20 inch Stainless Steel Toilet Supply Line. Item # PRO1T20 or equal.	30	EA			
33	3M Performance Plus Wire Connector O/B+POUCH (orange/blue) or equal. Singles or 100 per package	1000	EA			
34	Upper Water Heater Thermostat, Utilitech model 9008079046, or equal.	10	EA			
35	Lower Water Heater Thermostat, Utilitech model 9008078046, or equal.	10	EA			
36	3/8" Compression 20 inch Stainless Steel Faucet Supply Line, Watts model # LFLBLK SPC20-68CP, or equal.	30	EA			
37	1.28 GPF (4.85 LPF) White, 12 in Rough-In WaterSense Elongated 2-Piece Comfort Height Toilet. Item # G0021128-Bowl 28-170 Tank or equal	2	EA			
38	LCN-1461 RW/PA 689 – Manual Dampers Type: Nonhanded Door Closer, Finish/Coating: Aluminium (Proprietary item)	5	EA			
39	1/4"-20 Toggle bolt anchor, Heavy duty, snap toggle BB-1-4-20, or equal.	3	BX			
40	1" x 36" Black Dahlia Vinyl Reducers Floor Transition Strip, Model AF 192VXP001 or equal	10	EA			
41	2" x 4" Entry Door Kick Down Stop, nickle finish, Stanley Model # DPB9060 or equal	20	EA			
42	Formica Glue, 1 gal DAP weldwood contact cement, item # 00273 or equal	5	EA			
43	5" x 5" entry door wall protector, rigid vinyl material, self-adhesive, ivory/off white, 1 per package, PrimeLine model SCU 9186 or equal	20	EA			
44	14" flush mount ceiling light, item # 22LU35 or equal	50	EA			
45	11" flush mount ceiling light, item # 22LU34 or equal	50	EA			
46	Universal flapper, item # 6KVX7 or equal	30	EA			
47	1/2" angle stop, model G2CR19XC1 or equal	25	EA			
48	35/5 MFD round dual motor run capacitor (440/370 volt), item # 30D639 or equal	10	EA			
49	40/5 MFD round dual motor run capacitor (440/370 volt), item # 30D642 or equal	10	EA			
50	45/5 MFD round dual motor run capacitor (440/370 volt), item # 30D645 or equal	10	EA			
51	7.5 MFD round dual motor run capacitor (440/370 volt), item # 2MDV6 or equal	10	EA			
52	5 MFD round dual motor run capacitor (440/370 volt), item # 2MDV4 or equal	10	EA			

53	SPDT time delay relay, Goodman/Amana part # 305234, must match existing	10	EA			
54	Direct drive blower motor, 1/3 HP, 1075 rpm, 208/230 volt, Goodman/Amana, item # 6DLN0, must match existing	10	EA			
55	1/6 HP, 1075 rpm condenser fan motor, stud mount, totally enclosed, air over, item # 4M261 or equal	10	EA			
56	No rinse coil cleaner, aerosol, min 18 oz, Nu-Calgon or equal	10	EA			
57	2 MFD round run capacitor, item # 2MDV1 or equal	10	EA			
58	Thermostat, Honeywell model # TH8110R1008 or equal	10	EA			
59	Remote sensor, Honeywell model # C7189U1005 or equal	10	EA			
60	40 amp 2 pole 24 volt coil, item # 49CO75 or equal	10	EA			
61	Hard start, SPP6, item # 4E24C or equal	10	EA			
62	3 terminal repair lugs, 10 awg, 4' leads with spades, Qwik products or equal	10	EA			
63	Halo SLDSL6 Series 6.in 2700K-5000K Selectable CCT Surface Integrated LED Downlight Recessed Light with White Round Trim or equal to.	150	EA			
64	Packard Titan Oval Run Cap 10 MFD Item # 3577673 or equal to.	5	EA			
65	Napco TIME-DELAY ELECTRIC HEAT SEQUENCER, 24 VOLTS Item # 594539 or equal to.	10	EA			
66	Goodman Blower Motor 1/3 HP, Direct Drive Item # 797722 or equal to.	3	EA			
67	SUPCO Valve Core 1/4 in. Item # 523858 or equal to.	2	EA			
68	Honeywell T6 Pro 7-Day, 5-1-1, 5-2 Programmable or Non-Programmable Thermostat 2H/1C Item # 3570151 or equal to.	4	EA			
69	<u>SUPCO Line Tap Valve Cap 1/4 in. with Wrench and Neoprene Seal</u> Item # <u>468486</u> or equal to.	2	EA			
70	24 volt coil transformer 12,208,240 volt Model #90-T40M3 or equal to.	5	EA			

BID RESPONSE SUBMITTED BY:

AUTHORIZED OFFICER: _____
(SIGNATURE) (PRINT OR TYPE NAME)

TITLE: _____ DATE: _____

DELIVERY Time:

Bidder shall indicate maximum anticipated delivery time after receipt of a Purchase Order:
(Check One)

- ☐ 10 days or less
- ☐ 15 days or less
- ☐ Other - State _____

NAME OF BDDER: _____ DATE: _____

BIDDER INITIALS: _____