

**Delgado Community College  
Purchasing Department  
501 City Park Avenue, Bldg. 37  
New Orleans, Louisiana 70119  
(504) 762-3035**

**Invitation to Bid**

**Bid Name:  
40006-223 Welding Metals**

**Due by & to be opened on:  
April 18, 2025 at 2:00PM CST**

**Contact Person:  
Adrienne Harris  
Assistant Director Purchasing  
(504) 762-3028**

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**NAME OF COMPANY**

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**ADDRESS**

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**CITY, STATE, ZIP**

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**PHONE NUMBER**

**FAX NUMBER**

**EMAIL**

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**SIGNATURE OF COMPANY REPRESENTATIVE**

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**NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE**

***\*\* This form must be completed and submitted with your bid***

## I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Adrienne Harris at the following address:

Delgado Community College  
O'Keefe Administration Building  
501 City Park Avenue, Building 37  
New Orleans, La 70119  
Email: [aharri@dcc.edu](mailto:aharri@dcc.edu)  
Fax: (504) 762-3089

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. Faxed or emailed Bids not accepted. Mailed bids and hand carried bids shall go to the address in item #1. If hand carried, Bids are to be delivered directly to the Purchasing Office. Do not leave on counter unattended. The bid name and number must be on the outside of the packaging, including any express mail packaging. Unidentified bids will not be accepted. 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.

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](http://www.epls.gov).)

## II. BID FORM

### 40006-223 – Welding Metals

#### SCOPE OF WORK:

This solicitation is for a term contract for the provision and delivery of welding metals for Delgado's Welding and Trade programs. **This is not a lump sum purchase or a one-time purchase of all items. The quantities listed below are annual estimates only.** Quantities may be increased or decrease based upon the number of students per class and will be ordered on an as needed basis. The successful bidder shall furnish and deliver, upon request, the materials to the following Delgado Community College locations:

- River City Campus, 709 Churchill Pkwy, Avondale, LA 70094
- Sidney Collier Site, 3727 Louisa Street, New Orleans, LA 70119

#### Notes:

- Additional locations may be added for programs expanded to other campuses.
- Each line bid must be in the unit of measurement specified.
- Unit price bid must include all shipping, freight and surcharges per unit.
- Bids must be signed and submitted on the bid form provided.

#### LIST OF ITEMS:

| No. | Qty | UOM | Item & Model/Part No                | Model/Brand Bid | Unit Price | Total Price | Delivery ETA |
|-----|-----|-----|-------------------------------------|-----------------|------------|-------------|--------------|
| 1)  | 120 | PCS | 3/8" x 6" x 20' HR Flat Bar A36     |                 |            |             |              |
| 2)  | 20  | PCS | 3/8" x 4" x 20 HR Flat Bar A36      |                 |            |             |              |
| 3)  | 20  | PCS | 1/2" x 4" x 20' HR Flat Bar A36     |                 |            |             |              |
| 4)  | 40  | PCS | 1/4" x 1 1/2" x 20' HR Flat Bar A36 |                 |            |             |              |
| 5)  | 10  | PCS | RD 1/2" x 20' Round Bar, A36        |                 |            |             |              |
| 6)  | 10  | PCS | RD 3/4" x 20' Round Bar A36         |                 |            |             |              |
| 7)  | 10  | PCS | L 3" x 3" x 3/8" Angle Iron A36     |                 |            |             |              |
| 8)  | 10  | PCS | L 2" x 2" x 3/8 Angle Iron A36      |                 |            |             |              |
| 9)  | 4   | PCS | PL 3/8" A36 Plate 48" x 96"         |                 |            |             |              |

| No. | Qty | UOM | Item & Model/Part No                | Model/Brand Bid | Unit Price | Total Price | Delivery ETA |
|-----|-----|-----|-------------------------------------|-----------------|------------|-------------|--------------|
| 10) | 4   | PCS | PL 1/4" A36 Plate 48" x 96"         |                 |            |             |              |
| 11) | 4   | PCS | PL 11 GA Plate 48" x 96"            |                 |            |             |              |
| 12) | 4   | PCS | PL 10 GA Plate 48" x 96"            |                 |            |             |              |
| 13) | 15  | PCS | BPE 2" SCH40 A500 B/C Pipe, 21'     |                 |            |             |              |
| 14) | 5   | PCS | BPE 3" SCH40 A500 B/C Pipe 21'      |                 |            |             |              |
| 15) | 2   | PCS | BPE 6" SCH 40 A500 B/C Pipe, 21'    |                 |            |             |              |
| 16) | 6   | PCS | BPE 6" SCH80 A500 B/C Pipe, 21'     |                 |            |             |              |
| 17) | 2   | PCS | SS Pipe 2" SCH 10 x 20' R/L         |                 |            |             |              |
| 18) | 3   | PCS | SS Pipe 3" SCH 10 x 20' R/L         |                 |            |             |              |
| 19) | 2   | PCS | 12" x 40.8 I Beam x 20' Domestic    |                 |            |             |              |
| 20) | 2   | PCS | SS Pipe 2" SCH 40 x 20' R/L         |                 |            |             |              |
| 21) | 2   | PCS | SS Pipe 3" SCH 40 x 20' R/L         |                 |            |             |              |
| 22) | 10  | PCS | 1/4" x 4"x 20' HR Flat Bar A36      |                 |            |             |              |
| 23) | 5   | PCS | RD 1/4" x 20' Round Bar, A36        |                 |            |             |              |
| 24) | 2   | PCS | BPE 4" SCH40 A500 B/C Pipe 21'      |                 |            |             |              |
| 25) | 2   | PCS | 1/8" X 4" X 20' Flat Bar (Aluminum) |                 |            |             |              |
| 26) | 2   | PCS | 1/4" X 4" X 20' Flat Bar (Aluminum) |                 |            |             |              |
| 27) | 2   | PCS | 4" Schedule 40 Pipe (Aluminum)      |                 |            |             |              |

**TOTAL BID AMOUNT OF ALL LINE ITEMS**\_\_\_\_\_

*NOTE: All shipping, handling, setup, or any other charges necessary for the provision and delivery of these goods and/or services must be included in your bid. The College will not pay for any charges invoiced other than the unit price as stated on the bid.*

**By signing below, the Bidder agrees that he/she has carefully examined all bidding documents, has a clear understanding of the requirements and complies with all bid requirements, instructions, specifications, terms and conditions, and special conditions as stated in the Bid Documents.**

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Company** \_\_\_\_\_

***\*Bid must be submitted on this form***

### III. REQUIREMENTS & INSTRUCTIONS

- Any questions arising from the specifications or jobsite visit must be addressed in writing to the individual listed in Section I, General Information, Item 1. All questions must be submitted no later than **Friday, April 11, 2025 by 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions that 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 returning with the bid or if the bid has already been submitted, per the instructions on the addenda. Failure to acknowledge addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from:

<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

- Bids must be sealed with the **Bidder's name, along with the name and number of the bid clearly written on the front of the envelope**. If sending by express mail, the identifying information must be written on the outside of the envelope or package the Bid has been shipped in. Bids received without this information will be automatically rejected and disqualified. Proposers are solely responsible for ensuring that whatever method of delivery is used bids are delivered inside to Delgado Community College physical location, **directly** to the College's contact person in the **Purchasing Department by 2:00PM** no exceptions.
- This contract will be from the date of award through June 30, 2026.
- At the option of the College and with the agreement of the vendor, this contract may be renewed for two (2) additional twelve-month options, not to exceed thirty-six (36) months, at the same rates, terms and conditions.

**\*Escalation Clause:** Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The College reserves the right to approve or disapprove the price increase.

\*All prices are firm and **cannot** be changed prior to the renewal of the contract.

- The quantities listed in the bid are estimated based upon previous usage and there are no minimum guarantees. The actual amount ordered will be based upon the needs of each respective program. Quantities may be less or greater.
- Unit prices must include shipping/handling/freight and/or surcharges. No separate charges or charges after the fact will be accepted.
- Successful Bidder must be able to provide the materials within (7) days from the receipt of an order.
- The College reserves the right to add or delete materials as needed at any time.
- In order for the vendor to get paid the assigned purchase order for this term contract **must** be on the invoice(s), quote(s), etc.

## **IV. SPECIAL CONDITIONS**

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

All bids must be submitted on the form(s) 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 the completion of this bid proposal. If any corrections are necessary, each must be initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

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.

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.

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.

By signing the bid, the bidder certifies compliance with the above.

2. All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be clearly stated on the bid form. The College will not be responsible for freight charges not clearly stated as a part of this bid.
3. Payment shall be made on a Net 30 basis from receipt of the invoice once the materials have been received.
4. Delgado Community College reserves the right to reject any and all bids and to waive any informality. It shall be distinctly agreed and understood that the price quoted must be a firm price, and not be subject to change at time of the shipment of goods or delivery of services.
5. 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.
6. If item(s) or services bid do not fully comply with specifications, including brand and/or product number, bidder must state in what respect the item(s)/services deviate. Failure to note exceptions on the bid form will not relieve the successful bidder from supplying the actual products or services requested.
7. The College reserves the right to award the above items on an all-or-none basis and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.

8. 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.

It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so may eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

9. Bids must be submitted in a sealed envelope with the **bidder's name, license number if applicable, and the name and number of the bid** written on the front of the envelope and delivery package. Bids received without this information will be disqualified. Proposers are solely responsible for ensuring that whatever method of delivery is used bids are delivered inside to Delgado Community College physical location, **directly** to the College's contact person in the **Purchasing Department by 2:00PM** no exceptions.

*In accordance with R.S. 37:2163A, Contractors' Louisiana 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).*

10. Any questions arising from either the specifications and/or jobsite visit must be addressed in writing to the individual listed in Section I General Information and will be answered via an Addendum. All questions must be submitted no later than **Friday, April 11, 2025 by 12:00PM CST**. A final 48-hour period after the issuance of the Addendum will be granted for questions that are directly related only to the answers provided in the Addendum. All addenda must be acknowledged by the bidder and submitted with the bid. Failure to do so will disqualify the bid.

No addenda will be issued within a period of seventy-two (72) hours prior to the date set for the receipt of bids except an Addendum, if necessary, postponing the date of receipt of bids or cancelling the request for bids.

Bid Documents and Addenda may be downloaded from

<https://www.cfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

11. The above quantities are estimated to be the amounts needed. In the event a greater or lesser quantity is needed, the right is reserved by the College to increase or decrease the amount at the unit price stated in the bid.
12. 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.
13. It shall be specifically agreed and understood that the Bidders may attend the Bid opening. They shall, whenever any award is considered, furnish specific samples for examination upon request by the College. It shall also be specifically agreed and understood that the decision of the College shall be final.
14. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.



15. The college reserves the right to cancel this contract upon thirty (30) days written notice for failure of the Vendor to deliver on time, for delivery of unsatisfactory merchandise, or for any unsatisfactory performance by the Vendor as determined by the College.
16. The successful bidder will furnish written factory instructions for the operation and maintenance of the materials purchased.
17. Successful bidder will be responsible for the unloading and placing of equipment and/or supplies in the receiving area designated by the College at each Campus.
18. In case of default by the Vendor, the College reserves the right to purchase any or all items in default on the open market, charging Vendor with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Vendor will be considered until the assessed charge(s) have been satisfied.
19. List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders for items covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors.
20. Delivery is of the essence and the College reserves the right to award to that Vendor providing the earliest delivery date. The College also reserves the right to reject any Vendor who cannot make delivery within the timeframe specified in this bid.
21. For any jobs in which the commencement date is five (5) days beyond the notice to proceed and/or issuance of a purchase order, The College reserves the right to request and review material orders to ensure compliance with the requested completion and/or due dates as stated in the bid.

***\*\* End of Special Conditions***

**END OF BID DOCUMENTS**