

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 #133 – Personal Protective Supplies (PPE) 25-26 FY

Bid Due By & To Be Opened On:

Thursday, June 12, 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 #133 – Personal Protective Supplies (PPE) 25-26 FY

SCOPE and SPECIFICATIONS:

This open solicitation is for a Contract Bid for the provision and delivery of New Personal Protective Supplies as listed below to Delgado Community College's multiple campuses/buildings throughout the Greater New Orleans areas. Additional materials or locations, etc. may be added to the contract see page 14.

City Park Campus 615 City Park Ave New Orleans, LA 70119	Westbank Campus 2600 General Meyer Ave New Orleans, LA 70114	Maritime and Industrial Training Center 13200 Old Gentilly Rd New Orleans, LA 70129
Sidney Collier Site 3727 Louisa Street New Orleans, LA 70126	River City Site 709 Churchill Pkwy Avondale, LA 70094	

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:** This term contract will begin on July 1, 2025 and end on June 30, 2026.
2. It is the intent to award to a single Bidder. This bid shall be awarded on an All-or-None Basis, no partial bids. All items listed must be bid. (see page 11 for equivalent instructions)
3. **QUANTITIES/ORDERS:**
 - a. Items must be new and the quantities listed in the bid are estimated to be the amounts needed but are not a guarantee of purchase. The actual items/quantities ordered shall be ordered on an as needed basis throughout our fiscal year and at the rate/price listed. Items and/or quantities may be lesser or greater than stated in this bid document. This contract does not contain a minimum purchase guarantee. In the event a greater quantity is needed, the right is reserved by the College to increase the quantities or locations, etc. at the unit price stated in the bid.
 - b. Orders may be placed at any time during the course of the contract in varying quantities. The college shall place orders for the necessary quantities/items as early as possible. Items should be readily available to be shipped/delivered timely. It shall be the bidder's responsibility to store the items at no cost to the College until such time as various quantities are ordered.
 - c. Bidders are to carefully consider all requirements and circumstances prior to pricing and submitting a Bid. By submitting a Bid, bidder agrees that they can supply all items on an as needed basis, within the time frame required and that they agree to abide by all terms and conditions of the Bid. Non-compliance with terms and conditions may result in a termination of the contract.

4. **DELIVERIES:**

- a. Delivery expectations are within four (4) weeks of order placement, if not sooner. Advise your ETA on the Bid Form below. Delivery/completion is of the essence and the College reserves the right to award to the Bidder(s) providing the earliest delivery/completion date.
- b. All deliveries must include inside delivery, if required, and not left curbside. Any additional cost associated with inside delivery must be included in the unit price bid. Bidder is solely responsible for offloading of all materials and may need to provide their own equipment (forklift, pallet jacks, etc. as needed for the order).
- c. Scheduling of larger deliveries may be needed and may require contact with a College Representative in advance. If deliveries are at City Park; the Warehouse Receiving Department is located at 894 Navarre Ave Bldg 42, New Orleans, LA 70124 and has a dock & forklift, trucks can be backed up to the door and products can be taken off easily.
- d. Bidder is to schedule deliveries 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 are aware of this policy and deliveries should 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.

5. **PRICING:** Must be listed on the Bid Form below per the unit of measure and description listed:

- 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 separate shipping, 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. The quantities listed in the bid are estimated to be the amounts needed but are not a guarantee of purchase. The actual items/quantities ordered shall be ordered on an as needed basis and at the rate/price listed.
- c. We understand all bidders may package their items differently as far as the individual number of items in a box and/or case. The Bid Form below states what we are expecting and basing the prices on.
 - i. Your price must reflect based on how many we are requesting in a case as listed in the Specifications below.
 - ii. Our orders will be per "case" which shall include the amount of the expected individual items in the case as listed, therefore Your bid price is firm per case/per our quantity of items.
 - 1. Ex: if we are stating something is based on 300 each per case and your price listed is \$15/case.
 - a. If YOUR case only comes with 250 each, we will still require the 300 when we place an order for a case at the \$15 price, it will be up to you, the bidder to package the 300 when shipping.
 - b. The reverse shall also apply if YOUR case comes with more than the 300, we would still be requesting a case for the 300 for the price you listed and will not adjust the price if your package shipped is more and we shall not return the extras.

- iii. If the actual ordered amount of cases/individual items comes in less, the College Representative shall request the correct amount and if not delivered within one week or a reasonable amount of time required by the College Representative, the bidder agrees that the cost shall be adjusted on the invoice.
- d. 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. This bid will be awarded on an all-or-none basis, no partial bids.
- e. On occasion, if requested by the College, express shipping may be required in which the materials would need to be received within (48) hours of order placement. Bidder is to bid a flat fee for express shipping on Line item #14 on the Bid Form. Only a single fee charge per express order may be charged, even if the bidder must ship the materials separately. This line item price shall not be part of the calculations for award, but the College reserves the right to include in the calculations if a tie needs to be broken. Line 14 is expected to be honored if expedited is requested. We do not expect this to be an everyday occurrence.
- f. Bids submitted in any other manner will not be accepted. Quotes prepared on the Bidder's own form are not an allowable substitute for completing the bid on the required Bid Form below.
- g. All Invoices must be itemized per the pricing set forth in the bid. Lump sum invoices will not be processed. Itemized invoices shall be submitted within a month after items are delivered.

6. SPECIFICATIONS: (or approved equivalent)

- a. Bidder shall supply your Brand Name and model/manufacture number bidding for each item on the bid form for review. Items must meet or exceed the description listed. The quantities in the bidder's cases are not something that will exceed the description, (see page 4 5c above). The decision of acceptance by the College is final. See page 11 for substitutions/equivalency requirements.
- b. Packaging may be appropriate to the order, but all orders must be shipped in packaging to ensure that all facial masks supplies arrive in a sanitary manner.

Lines 1-4: Nitrile Gloves required: Altor Safety Mfr #34002 (S), 34003 (M), 34004 (L), 34005 (X-L), (about 100each in a pack) Qty-20 cases each based on 1,000 each per case: Powder Free, Non- Medical, 4-8 Mil thickness, Ambidextrous, Sizes: SMALL through X-LARGE.



Line 5: 3-Ply Disposable Face Masks: Altor Safety Mfr #62222 (about 50each in a pack) Qty-12 cases based on 300 each per case: with Ties or Ear Loops, Level 3, No nose bridge.



Line 6: 3-Ply Disposable Face Masks: Dynarex Mfr #2201 (about 50each in a box) Qty-12 cases based on 300 each per case. Pleated, Non-Surgical, small metal nose bridge strip to fit snugly across the bridge of the nose, with Ties or Ear Loops, Level 3.



Line 7: Cloth Face Masks: International EnviroGuard Mfr #2904B-Pk (about 10each in a pack) Qty-5 cases based on 300 each per case: must fit snugly across the face and completely cover the nose and mouth, secured with ties or elastic ear loops, include a minimum of 2-layers of fabric & allow breathing without restriction, must be washable and retain shape and elasticity.



Line 8: N95 Face Mask: Moldex Mfr #M4621 (about 10each in a pack) Qty-12 cases based on 240 each per case: medical, with metal nose clip or molded nose bridge, without exhalation valve, Size: SMALL.



Line 9: N95 Face Mask: Kleen Guard Mfr #54629 (about 20each in a pack) Qty-12 cases based on 240 each per case: medical, with metal nose clip or molded nose bridge, without exhalation valve – Size: REGULAR/UNIVERSAL.



Line 10: KN95 Face Masks: Altor Safety Mfr #62220 (about 50each in a pack) Qty-5 cases based on 250 each per case: non-medical, flat fold or molded, with ear loops, nose bridge/nose piece, and 5-layer protection, must block 95% of small particles, Size: UNIVERSAL.



Line 11: Disposable Isolation Gowns: Mazza Healthcare Mfr #HCS3000 (about 50each in a pack) Qty-8 cases based on 50 each per case: Disposable Isolation Gowns, one-size, spun-bonded polypropylene, approximately 43.3" x 15.7": Size: UNIVERSAL.



Line 12: Clear Face Shields: MCR Safety Mfr #8AA82 (about 1each in a pack) Qty-8 cases based on 20 each per case: approximately 10" x 14" made with a minimum 0.02" thick polyethylene construction with elastic or adjustable straps to comfortably secure without slippage.



Line 13: ASTM Level 1 Surgical/Medical Face Masks: Alpha Protech Mfr #56LV99 (about 50each in a pack) Qty-5 cases based on 300 each per case: Must meet ASTM Level 1 requirements; 1) fluid resistance > 80mmHg; 2) PPE > 95%, 3) BFE. 95% Size: UNIVERSAL.



END OF SCOPE AND SPECIFICATION SECTION

BID FORM
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- c. Price per above descriptions/specifications and based on the quantities as listed per case being requested. Also see Page 4 5c.
- d. 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. Delgado Community College is tax exempt.
- e. Column 5 is the brand name/number you are bidding for review. See page 11 for substitutions/equivalency requirements.
- f. Bid Form Calculations below should be:
 - i. Column 7 is YOUR Unit Price per 1 case based on the Description listed in Specifications/Column 4.
 - ii. Column 8 = Column 6 (Estimated Quantities ordered per year (no guarantees) multiplied by Column 7 (Your Price per 1 case) Ex: Your price is \$20/case x 5 each = \$100
- g. Shipping cost should NOT be listed separately, must be included in the line pricing.
- h. Include your Estimated Time of Arrival (ETA) for the items to be delivered after order placement.

1	2	3	4	5	6	7	8
No.	Qty	UOM	Item Description (or approved equivalent)	Brand / Model /Manufacturer number bidding	Estimated Case Quantities ordered (No guarantees)	Price per 1 Case	TOTAL PRICE per the estimated quantities
1)	1	CASE	Nitrile Gloves required: Altor Safety Mfr #34002 (about 100each in a pack) Qty-20 cases based on 1,000 each per case: Powder Free, Non- Medical, 4-8 Mil thickness, Ambidextrous, Sizes: <u>SMALL</u> .		20	\$ -	\$ -
2)	1	CASE	Nitrile Gloves required: Altor Safety Mfr #34003 (about 100each in a pack) Qty-20 cases based on 1,000 each per case: Powder Free, Non- Medical, 4-8 Mil thickness, Ambidextrous, Sizes: <u>MEDIUM</u> .		20	\$ -	\$ -
3)	1	CASE	Nitrile Gloves required: Altor Safety Mfr #34004 (about 100each in a pack) Qty-20 cases based on 1,000 each per case: Powder Free, Non- Medical, 4-8 Mil thickness, Ambidextrous, Sizes: <u>LARGE</u> .		20	\$ -	\$ -
4)	1	CASE	Nitrile Gloves required: Altor Safety Mfr #34005 (about 100each in a pack) Qty-20 cases based on 1,000 each per case: Powder Free, Non- Medical, 4-8 Mil thickness, Ambidextrous, Sizes: <u>X-LARGE</u> .		20	\$ -	\$ -

5)	1	CASE	3-Ply Disposable Face Masks: Altor Safety Mfr #62222 (about 50each in a pack) <u>Qty-12 cases based on 300 each per case:</u> with Ties or Ear Loops, Level 3, No nose bridge.		12	\$ -	\$ -
6)	1	CASE	3-Ply Disposable Face Masks: Dynarex Mfr #2201 (about 50each in a box) <u>Qty-12 cases based on 300 each per case.</u> Pleated, Non-Surgical, <u>small metal nose bridge strip</u> to fit snugly across the bridge of the nose, with Ties or Ear Loops, Level 3.		12	\$ -	\$ -
7)	1	CASE	Cloth Face Masks: International EnviroGuard Mfr #2904B-Pk (about 10each in a pack) <u>Qty-5 cases based on 300 each per case:</u> must fit snugly across the face and completely cover the nose and mouth, secured with ties or elastic ear loops, include a minimum of 2-layers of fabric & allow breathing without restriction, must be washable and retain shape and elasticity.		5	\$ -	\$ -
8)	1	CASE	N95 Face Mask: Moldex Mfr #M4621 (about 10each in a pack) <u>Qty-12 cases based on 240 each per case:</u> medical, with metal nose clip or molded nose bridge, without exhalation valve, Size: <u>SMALL</u> .		12	\$ -	\$ -
9)	1	CASE	N95 Face Mask: Kleen Guard Mfr #54629 (about 20each in a pack) <u>Qty-12 cases based on 240 each per case:</u> medical, with metal nose clip or molded nose bridge, without exhalation valve – Size: <u>REGULAR/UNIVERSAL</u> .		12	\$ -	\$ -
10)	1	CASE	KN95 Face Masks: Altor Safety Mfr #62220 (about 50each in a pack) <u>Qty-5 cases based on 250 each per case:</u> non-medical, flat fold or molded, with ear loops, nose bridge/nose piece, and 5-layer protection, must block 95% of small particles, Size: <u>UNIVERSAL</u> .		5	\$ -	\$ -
11)	1	CASE	Disposable Isolation Gowns: Mazza Healthcare Mfr #HCS3000 (about 50each in a pack) <u>Qty-8 cases based on 50 each per case:</u> Disposable Isolation Gowns, one-size, spun-bonded polypropylene, approximately 43.3" x 15.7": Size: <u>UNIVERSAL</u> .		8	\$ -	\$ -
12)	1	CASE	Clear Face Shields: MCR Safety Mfr #8AA82 (about 1each in a pack) <u>Qty-8 cases based on 20 each per case:</u> approximately 10" x 14" made with a minimum 0.02" thick polyethylene construction with elastic or adjustable straps to comfortably secure without slippage.		8	\$ -	\$ -

13)	1	CASE	ASTM Level 1 Surgical/Medical Face Masks: Alpha Protech Mfr #56LV99 (about 50 each in a pack) Qty-5 cases based on 300 each per case: Must meet ASTM Level 1 requirements; 1) fluid resistance > 80mmHg; 2) PPE > 95%, 3) BFE. 95% Size: UNIVERSAL.		5	\$	-	\$	-
TOTAL BID								\$	-

14)	1	Lot	State your Expedited shipping charge for requests of materials to be received within 48 hours of order placement, only if requested. (See page 5 (5e)	\$	-
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Delivery expectations are within four (4) weeks after order placement, state your ETA _____ days/weeks.

Addendum No: _____ Dated: _____	Addendum No: _____ Dated: _____
Addendum No: _____ Dated: _____	Addendum No: _____ Dated: _____

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, June 3, 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://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

SUBSTITUTIONS, EQUIVALENTS, ALTERNATE BID:

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. Bidder must state the brand/model he or she is bidding on each item.

It is the sole responsibility of the Bidder to prove equivalency. Bidder **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.

If, after the initial year, the exact product bid is no longer available, the bidder reserves the right to advise Delgado Community College's Purchasing Department, in writing and submit proof of an item no longer exists. Bidder must submit an alternative sample option that meets or exceeds the quality of the bid item or the specifications listed for review for acceptance at the same rates. After review of said option, the College will advise in writing of approval or not. Delgado Community College's decision 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 Bidder 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 Bidder/Contractor 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.

QUALIFICATIONS OF BIDDERS:

Bidder's must be in business of selling the requested or similar supplies and/or engaged on a regular basis in performing work of a similar scope and nature to the items/services specified, with a minimum of five (5) years successful experience in Louisiana.

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 supply items or perform the work listed. The Bidder shall furnish all information and data requested by the College for this purpose. Failure of any Bidder to promptly provide information in connection with any inquiry may be grounds for rejection of their bid without further consideration.

REFERENCES:

Bidder must complete **Attachment A, References Form** and submit it with their bid.

Bidder shall supply four (4) references that the Bidder has provided similar items/services as stated in this bid within the last five (5) years, with at least two (2) from Louisiana businesses.

Failure to submit this form with your bid will result in disqualification of your bid.

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 Bidder 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:

Bidder 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.

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 Bidders 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.

The contract may not be assigned or transferred by the successful Bidder to any party during the term of the contract.

MODIFICATIONS OF MATERIALS, LOCATIONS and/or SERVICES:

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

We do not anticipate many changes to this contract. 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 Bidder/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/purchase said additions elsewhere.

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 Bidder 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 Bidder's 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.
8. Whenever any award is considered, the College reserves the right to request a sample of any of the products bid for examination. The Bidder agrees to furnish specific samples *as applicable*, either for approval or equivalency examination upon request by the College. Requested samples shall be furnished within one (1) week of request or as stated by the requester at no charge to the College. Any samples submitted shall not be returned. It shall also be specifically agreed and understood that the decision of the College regarding acceptance or equivalency shall be final.
9. When considering an award, Delgado Community College reserves the right to ask any questions in writing for clarification/verification of a submitted bid, as needed. The Bidder is to respond within a reasonable timeline or the bid may be disqualified. The clarification/verification shall become part of the submitted bid and the College's decision to move forward with the bid or not is final.
10. Delgado Community College reserves the right to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
11. 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.
12. 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.
13. 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.
14. 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.
15. Orders/Services shall be delivered/completed within the allotted timeframe as specified in the Bid, *if applicable*.
16. Delivery/completion is of the essence and the College reserves the right to award to that Bidder providing the earliest delivery/completion date.
17. 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 Bidder.
18. 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.

19. Bidder must be able to provide shipping and tracking information for all orders placed if requested by Delgado Community College.
20. Bidder must be able to provide a delivery/project timeline if requested by Delgado Community College.
21. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. 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 Bidder's disposition or returned to the Bidder via Freight Collect. If the Bidder 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.
27. If the Bidder 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 Bidder making the original unsatisfactory or late delivery.

END OF INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS SECTION

ATTACHMENT A – REFERENCES
40006-TC #133 – Personal Protective Supplies (PPE) 25-26 FY

Bidder shall supply 4 references that the Bidder has provided similar items/services as stated in this bid within the last **5 years**, with at least 2 from Louisiana businesses.

(Company Name): _____; (Facility/Business Type): _____

(Address, City, State): _____

(Number of years doing business): _____; (Last Year business was done): _____

(Contract Administrator): _____; (Phone Number): _____

(Company Name): _____; (Facility/Business Type): _____

(Address, City, State): _____

(Number of years doing business): _____; (Last Year business was done): _____

(Contract Administrator): _____; (Phone Number): _____

(Company Name): _____; (Facility/Business Type): _____

(Address, City, State): _____

(Number of years doing business): _____; (Last Year business was done): _____

(Contract Administrator): _____; (Phone Number): _____

(Company Name): _____; (Facility/Business Type): _____

(Address, City, State): _____

(Number of years doing business): _____; (Last Year business was done): _____

(Contract Administrator): _____; (Phone Number): _____

END OF BID DOCUMENTS