

SOUTHERN UNIVERSITY AT SHREVEPORT

REQUEST FOR BIDS

BID DUE DATE: September 3, 2025

Sealed Bids are currently being accepted for Campus Lighting at Southern University-Shreveport include the bid number on the envelope.

BIDS MAY BE SENT BY MAIL OR HAND DELIVERED TO

Bids should be mailed to:

Southern University at Shreveport
Purchasing Department
3050 Martin Luther King Jr Dr
Shreveport LA 71107

As an alternative bids may be hand delivered to:

Southern University at Shreveport
Purchasing Department
Administration Building 1st Floor, Room A-18
Shreveport LA 71107

Please note the following documents listed below are needed in order to expedite the proposal:

1. Proof of Commercial General Liability Insurance
2. Workmen's Compensation Insurance and End Employers Liability
3. Automobile Insurance Coverage
4. Surety Bond-a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana residents and is licensed to write surety bonds.
5. All licenses and permits for operating in the City of Shreveport and the State of Louisiana are needed for our files

"MANDATORY JOBSITE VISIT REQUIRED"

August 13, 2025 at 10:00 am

Southern University Shreveport

3050 Martin Luther King Jr. Dr.

Shreveport LA 71107

If additional information is needed, please contact Earnestine Lewis at (318) 670-9317.



REQUEST FOR PROPOSAL (RFP)

CAMPUS LIGHTING

SOUTHERN UNIVERSITY AT SHREVEPORT

3050 Martin Luther King Jr Dr

Shreveport, LA 71107

July 7, 2025

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1. Introduction

This Request for Proposal (RFP) is to invite prospective vendors to submit a proposal to provide Campus Lighting to Southern University at Shreveport. The RFP provides the vendors with the relevant operational, performance and application that the system must fulfill.

This document describes the Request for Proposal (RFP) from Southern University at Shreveport. This document is a company confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.

Rules for tendering this RFP are explained in Section 2.

1.1 Purpose of the RFP

Southern University at Shreveport is selecting a service provider for updating campus lighting. Our objective is to select the vendor who most fully meets the requirement identified in the RFP. Southern University at Shreveport may elect to award a contract pursuant to the RFP. Your company is invited to take part in this process and provide a proposal that satisfies Southern University at Shreveport requirements.

Within the RFP you will find all the information necessary to do a proper assessment of Southern University at Shreveport requirements. Service providers are invited to respond to this RFP by describing how they can meet the requirements set out in this RFP and by providing other information requested. Responses to this RFP will be used to qualify service providers for the final evaluation and price negotiation phase of the selection process.

1.2 Scope of Work

- Convert 15 – 1 head pole to 2 heads
- Convert 6 – 6 head poles to LED
- Convert 3 – 2 heads to quads in student parking lot
- Install 3 – 2 heads pole along tree line on the exterior west side of campus
- Install 2 – 2 head pole lights on the NW side of Jaguar Courtyard
- Install 1 – quad head pole light on the SW side of the Administration Building
- Convert 4 – 2 head pole lights to quad heads in the middle of the parking lot in Jaguar Courtyard
- Install 1 – quad head pole light near Big Red
- Convert 1 – 2 head pole light to a quad near NCR and the Library

1.3 Confidentiality

This RFP, including any other material and information provided by Southern University at Shreveport, contains Southern University at Shreveport proprietary and confidential information that is provided to you for your exclusive use in evaluating and preparing your response. If at any time your company decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation either in writing or by e-mail.

This document should not be duplicated except as necessary to prepare your response. This document should be disclosed or distributed to any third party. All copies of this document except

one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with Southern University, if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo or trademark of Southern University at Shreveport in connection with any advertising or publicity materials or activities without the prior written consent of Southern University at Shreveport. The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between Southern University at Shreveport and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor-in-possession or the equivalent of any of the foregoing under local law.

2. Vendor Instructions

The RFP identifies Southern University at Shreveport requirements in sufficient detail in order to identify a preferred vendor.

2.1 General Instructions

Vendors are requested to consider the following instructions when preparing their responses:

- Vendor responses must be valid for 6 months from the date of submission
- Vendors must be commercially bound to their response.
- Vendors must address all matters raised in this RFP.
- Any statements made about the performance and specifications of the proposed solution will be considered to be true and will be incorporated into the final purchase contract.
- Any functionality or features not included in the cost estimate must be clearly identified in the response to RFP.
- Vendors must address all items specified in this RFP. Failure to adhere to the specified format may disqualify a vendor from further consideration

Submission of proposals shall constitute evidence that the vendor has made all the above-mentioned examinations, and is free of any uncertainty with respect to conditions that would affect the execution, and completion of this project.

2.2 RFP Changes, Binding Bid Process

Southern University at Shreveport reserves the right to negotiate any or all RFP terms and conditions, and to cancel, amend or resubmit this RFP in part or entirety at any time. This RFP has been issued exclusively for providing adequate information about Campus Lighting requirements for Southern University at Shreveport in order to receive a proposal of this project from vendors. While one or more vendors may be selected as candidates Southern University at Shreveport reserve the right to reject any or all of the responses received for any reason or no reason, and to decline negotiating and signing a vendor contract with any vendors responding to RFP regardless of whether any vendor's response is partially or fully accepted or rejected, or contains the highest or lowest mark-up or price, or the most timely services delivery commitment, or whether a vendor responds

with a no-response notice or has an existing contract with Southern University at Shreveport, and regardless of any other matter. Southern University at Shreveport will consider vendor responses as binding offers by vendors.

2.3 Disqualification

Statements known to be, or subsequently found to be, inaccurate or misleading may disqualify the vendor from further participation in the evaluation process.

2.4 Structure of Response

All responses to this proposal must follow the structure given below:

1. Executive Summary
2. Company Profile (*Describe your organization's core businesses, product, services, etc*)
3. Similar Experience & Customer References
4. Requirements Understanding/Scope of Work
5. Vendor Eligibility Criteria (as per section 3 of RFP)
6. Project Plan/Timelines
7. Pricing Details

2.5 Schedule of Events

Event	Date
Public Notice	07/30/2025 08/06/2025
Proposal Due Date	09/03/2025
Target Date for Review of Proposals	09/10/2025
Final Vendor Selection discussion(s) – Week of September 17, 2025	
Anticipated decision and selection of Vendor	09/30/2025
Anticipated commencement date of work	10/13/2025
Anticipated completion of work	11/27/2025

2.6 Contacts

Any questions concerning Statement of Work

Name: Cody Snellgrove
Address: 3050 Martin Luther King Jr. Dr., Shreveport LA 71107
Phone: (318) 670-9378
e-mail: csnellgrove@susla.edu

Responses to the RFP are due by (date). Please submit your response in person or mail to

Name: Earnestine Lewis

Address: 3050 Martin Luther King Jr. Dr., Shreveport LA 71107
Phone: (318) 670-9317 e-mail: elewis@susla.edu

Address for in Person: 3050 Martin Luther King Jr Dr, Shreveport LA, Administration Building, Rm 18

2.7 Evaluation Criteria

Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:

1. Completeness of proposal
2. Experience and past performance with similar customers
3. Initial cost, including goods and services
4. Financial stability of your company

Southern University of Shreveport does not represent that these are the sole criteria and reserves the right to adjust selection criteria at any time.

2.8 Awarding of Contract

Southern University at Shreveport is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective suppliers are advised that nothing in this documentation, or in any communication between Southern University at Shreveport and any other party, shall be taken as constituting a contract, agreement or representation between Southern University at Shreveport and/or any other party, except for a formal award of contract made in writing by Southern University at Shreveport. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered.

Please note that Southern University at Shreveport reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. Southern University at Shreveport reserves the right at all points in the procurement process either not to select a candidate to go forward to the next stage, or following completion of the procurement process, not to make any award of contract.

Southern University at Shreveport has prepared this RFP in good faith. To the extent that Southern University at Shreveport is permitted by law, Southern University at Shreveport excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.

3 Vendor Eligibility Criteria

Please provide the following details

1. Legal Name
2. Parent Company
3. Corporate Headquarter Address

4. Internet Address
5. In what business area has your company engaged?
6. How many years has your company been in business under its present name?
7. If you are a corporation or limited liability corporation, show state and date of incorporation.
8. Is there, or has there been in the last 3 years, any litigation or governmental or regulatory action pending or threatened against your organization that might affect your ability to provide stated services? State the status of any current or pending lawsuits.

The business enterprise must currently be incorporated, or registered as a company (corporation, limited, partnership) and be able to demonstrate that it has been and is offering goods/services under the business name for a period not less than 2 years. Sole Proprietors/Independent Contractors must be able to demonstrate that they have been engaged in their business activity for not less than 2 years.

We have a strong commitment and preference to the consideration and use of certified minority and women-owned businesses to the greatest extent possible. Bidder shall provide details, if applicable.

3 Pricing Details

All prices quoted by the vendor must be fully itemized, in USD. Southern University at Shreveport expects to contract with the vendor on a Fixed Price basis for all components of the supply and labor.

BID NO. 000280

**SOUTHERN UNIVERSITY AT SHREVEPORT
BUSINESS OFFICE
3050 MARTIN LUTHER KING JR. DRIVE
SHREVEPORT LA 71107**

Telephone: (318) 670-9371

Or

Telephone: (318) 670-9317

EXECUTION OF BID

EXECUTION OF BID MUST BE SIGNED IN INK **DATE** _____

In compliance with the above request for bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within **thirty (30)** days from the date of the bid opening, to furnish and or all items upon which prices are quoted, at the price set opposite each item and unless otherwise specified within **thirty (30)** days after receipt of executed contract and/or purchase order.

BIDDER _____ **ADDRESS** _____

BY _____ **CITY** _____

Member of firm or person

STATE _____ **ZIP CODE** _____

authorized to sign bids

TITLE _____ **TELEPHONE NO.** _____

SOUTHERN UNIVERSITY AT SHREVEPORT
BUSINESS OFFICE
3050 MARTIN LUTHER KING JR. DRIVE
SHREVEPORT LA 71107

PROPOSAL FOR Campus Lighting
FOR SOUTHERN UNIVERSITY AT SHREVEPORT

Bids will be received up till 3:30 pm September 3, 2025 by the Business Office

of Southern University-Shreveport, 3050 Martin Luther King Jr. Drive, Shreveport LA 71107. Bids will not be received after this hour. At the same hour of the same day they will be publicly opened and read aloud in the Administration Bldg., Purchasing Department, Room A-18.

BID OF _____

ADDRESS _____

DATE _____

TO: PURCHASING DEPARTMENT

SOUTHERN UNIVERSITY AT SHREVEPORT

3050 MARTIN LUTHER KING JR. DRIVE

SHREVEPORT LA 71107

The undersigned certifies that he/she has (or they have) carefully examined the instructions to bidders. The general conditions, and specifications hereto attached and made part thereof and agrees to comply with such instructions, conditions and specifications. The undersigned proposes to furnish and all items hereto attached upon which prices are requested and at prices as stated for each item.

SIGNATURE OF BIDDER _____

BY _____

000280

BID NUMBER

CERTIFICATIONS

On behalf of the Offeror/Contractor:

1. The individual signing certifies that he/she is authorized to contract on behalf of the legal entity.
2. The individual signing certifies that the legal entity is not involved in any agreement to pay money or other considerations for the execution of this agreement, other than to an employee of the legal entity.
3. The individual signing certifies that the prices in this proposal, bid, or quote have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
4. The individual signing certifies that the prices quoted in this proposal/bid/quote have not been knowingly disclosed by the legal entity prior to an award to any other or potential legal entity submitting a proposal, bid, or quote.
5. The individual signing certifies that there has been no attempt by the legal entity to discourage any other or potential legal entity from submitting a proposal, bid, or quote.
6. The individual signing certifies the legal entity is properly licensed to do business in Louisiana and in good standing with the State.
7. The individual signing certifies that he/she has received, read, and understands all of the information for the proposal, bid, or quote, including the standard terms and conditions, which will become part of the contract.
8. The individual signing certifies that the legal entity, and any individuals to be assigned by the legal entity, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
9. The individual signing certifies that the proposal, bid, or quote are inclusive of all applicable charges.
10. The individual signing certifies that the W-9 is signed by the legal entity's authorized representative and the information provided therein is complete and accurate.

Dated this _____ day of _____, 20____

(Offeror's/Contractor's Firm Name)

(Signature of Offeror's/Contractor's Representative)

(Printed Name and Title of Individual Signing)

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Southern University at Shreveport
3050 Martin Luther King Jr. Dr.
Shreveport LA 71107

(Owner to provide name and address of owner)

BID FOR: Bid Number 000280
Campus Lighting
Southern University at Shreveport
3050 MLK Jr. Dr., Shreveport LA 71107

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Earnestine Lewis
Southern University at Shreveport and dated: July 15, 2025

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____.

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:

Completion 45 consecutive days after receipt of notice to proceed
Liquidated damages \$200 per day

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** A **CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

5% **BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218(A) attached to and made a part of this bid.

INSURANCE REQUIREMENTS

Southern University at Shreveport

PROJECT: Campus Lighting

Main Campus

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation Insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involve maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. A.M. Best's Insurance company rating requirement may be waived for workers compensation coverage only.

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 shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISION

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

1. General liability and Automobile Liability Coverage

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approves for use in Louisiana or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects 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. Any failure of the Contractor to comply with reporting provisions of th policy shall not affect coverage provided to the Agency, its officers, agents employees and volunteers.
- d. The Contractor's Insurance shall apply separately to each insured against whom claim is made or suit is 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 Coverage

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor 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 policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or 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 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 a A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor 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 shall furnish the Agency with Certificated of Insurance reflecting proof of required coverage. The Certificate 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 shall submit the declarations page and the 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 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 to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors 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 Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its department, agencies, agents and employees as an 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 Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its department, 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 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 th damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor 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 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.

NOTE: SUCCESSFUL BIDDER IS REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE WITH SOUTHERN UNIVERSITY AT SHREVEPORT THE CERTIFICATE HOLDER

SOUTHERN UNIVERSITY AT SHREVEPORT

3050 MARTIN LUTHER KING JR DR

SHREVEPORT LA 71107

INSTRUCTIONS TO BIDDERS

SUBMITTAL OF PROPOSAL

The Bidder must submit his proposal on the form provided, with the blank space filled in for each and every item. If an item is not bade on, the letters NB (No Bid) should be entered in the space. The Bidder should state brand name and attach complete specifications and circulars illustrating and describing items quoted if other than as shown on specifications. Said specifications and circulars illustrating and describing items quoted shall then be considered a part of this proposal. The Bidder must state the prices (**written in ink**) in figures for which he proposes to furnish each quantity shown. All erasures and strike overs must be initialed by person doing so. Where a conflict exists between the unit price and the extended price, the unit price shall govern. The proposals must be signed in ink, the proposal shall be sealed and then delivered to the **Business Office/Purchasing Department, Southern University Shreveport Bossier City Campus, 3050 Martin Luther King, Jr. Drive, Shreveport, Louisiana 71107**, before the time set for receiving proposals as entered on the front sheet thereof. Proposals received after the time set shall be returned to the Bidder unopened. All bids must be submitted in envelopes provided. If another envelope is used, it must be marked plainly, showing name of bid, date and time bid will open. No bid will be withdrawn after closing time for at least twenty (20) days.

PRICES

Unless otherwise stated, all items are to be transportation charges prepaid to destination as shown in specifications.

REJECTION OF BIDS

Southern University reserves the right to reject any or all bids and to waive any informalities. Additionally, it reserves the right to award the bid by item or on an "all or none" basis and to increase or decrease quantity by 10%. Any quantity increased above 10% must be approved in writing before shipment.

NO BID WILL BE ACCEPTED UNLESS ALL PAPERS ARE ATTACHED, SUCH AS THE PROPOSAL SHEET, INSTRUCTIONS TO BIDDERS, SCHEDULE OF ITEMS, SPECIFICATIONS AND ANY CIRCULARS OR OTHER MATERIAL NECESSARY IN COMPLETELY DESCRIBING THE ITEMS QUOTED ON/MADE ON.

Notice: We have no facilities for furnishing abstracts of the bids. Complete record of all bids is kept in this office subject to the inspection of any citizen.

GENERAL

Whenever in the proposal the term "Owner" is used it shall be interpreted as Southern University-Shreveport Bossier City Campus.

Whenever in the proposal the term "Vendor" is used, it shall be interpreted as the individual, firm or corporation whose proposal to furnish the items awarded to him has been accepted by Southern University-Shreveport Bossier City Campus.

INSTRUCTIONS TO BIDDERS
PAGE 2

GUARANTEES

All guarantees for workmanship quality and performance as specified by the manufacturers for the particular item furnished, shall apply to the same furnished under this proposal. Additionally, the guarantee as stated in the specifications will apply.

PURCHASE ORDER

When a bid is accepted, an initial purchase order or orders for the entire number of units or a part thereof shown on the schedule of items will be issued to the lowest responsible bidder offering products, which in the opinion of the Purchasing Department, meet the specifications and requirements.

DELIVERY

Delivery shall be made to the destination noted for each item. All items to be furnished under this contract shall be delivered on the date (or dates) stated for each item in the bid.

INSPECTION AND ACCEPTANCE

Upon delivery, inspection of the item(s) will be made by Southern University-Shreveport Bossier City Campus or its representative at the point of delivery. Acceptance will be determined after all requirements of the specifications and proposals have been met.

INVOICES

Invoices for item(s) delivered and accepted shall be submitted by the vendor in duplicate (original and one (1) copy).

INSTRUCTION TO BIDDERS

Page 3

IMPORTANT

BIDDER NOTE CAREFULLY

TERMS: UNLESS OTHERWISE AGREED, OUR TERMS ARE NET 30 DAYS.

DEFAULT OF CONTRACT

Southern University-Shreveport Bossier City Campus reserves the right to cancel that portion of the purchase order which the vendor has failed to deliver within the time specified.

SPECIAL CONDITIONS

VENDOR AGREES TO COMPLY WITH STANDARD GOVERNMENT CONTRACT PROVISIONS AS THEY RELATE TO:

1. Nonsegregated Facilities Requirements
2. Equal Employment Opportunity
3. Equal Employment Opportunity Reporting Requirements
4. Employment of Qualified Handicapped Individuals
5. Employment of Veterans

Southern University
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107