

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

Invitation to Bid

Bid Name:
40006-R0030254 – Automotive Trainers

Bid Due By & To Be Opened On:
Tuesday, October 14, 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-R0030254 – Automotive Trainers

SCOPE and SPECIFICATIONS:

This open solicitation is for the provision and delivery of New Automotive Trainers, etc. as listed below or an approved equivalent. The successful bidder shall furnish all supplies to: Delgado Community College, City Park Campus Warehouse located at 894 Navarre Avenue, New Orleans, LA 70124.

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

SPECIFICATIONS: (or approved equivalent)

1) Consulab EV-400_053287 EV High-Voltage Safety Trainer (Qty 3 each)

The Automotive High-Voltage Safety Trainer represents a fully functional battery electric vehicle (BEV) in a compact classroom sized package. The product has a fault box and a faulty component, allowing diagnostic practice. The system reacts as a real BEV, demonstrating functions of various scenarios and components. All in a completely safe, controlled classroom environment.

EDUCATIONAL ADVANTAGES:

- Students experience the full power of EV systems with real-world voltage, completely safeguarded for student interaction.
- Comprehensive Simulation: From start to drive motor, the trainer replicates the full functionality of an EV, providing an immersive learning experience. • With blinking lights, a spinning motor, a ready light, accelerator and brake pedals, the product encourages and creates student attention and motivation.
- Engaging Educational Outcomes: Comprehensive exercises, complete with answer keys, allow educators to gauge student competencies effectively.
 - Understanding & Usage of Personal Protection Equipment (PPE)
 - Identification of High-Voltage Components
 - High-Voltage Measurements Verification
 - Circuit Insulation & Isolation Testing - Lockout/Tagout Demonstrations with Faraday Cage
 - 3 Phase Motor Functionality via Oscilloscope
- Builds student confidence in working with high voltage systems.

MUST include the following features:

- Fault box with at least 10 faults + 1 faulty component
- Measurable 400V DC and 3 phase motor signals.
- Include a printed paper copy of operation manual with schematics, and access to PDF files for student activities and instructors guide.
- Live loss of isolation (LOI) detection
- Fault indicator lights for 12v, high voltage, isolation, interlock.
- The unit must be compact and portable
- Include at least one pair of High Voltage gloves and an Insulation Tester
- Minimum of a one-hour remote training session (product familiarization)

Electrical requirements:

- Must operate within a voltage range of 100-240 VAC, single phase
- Plug type must be NEMA Detachable, CEE 7/4 (220V) and NEMA 1-15P (120V)
- Approximate dimensions: 16.75 x 18 x 5.25 inch

**2) Consulab EC-140H_052944 Cutaway Toyota Prius hybrid drive train (Qty 1 each)**

The Cutaway Toyota Prius Hybrid Drive Train is a training system designed specifically for teaching how a typical hybrid drive train operates. The trainer consists of all cutaway drive train components from a Toyota Hybrid Synergy Drive system including:

- ICE (internal combustion engine)
- Torque damper assembly
- MG1 (motor/generator #1)
- Planetary gearset (power split device)
- MG2 (motor/generator #2)
- Transaxle
- Inverter
- HV (high voltage) battery (non-functional)

The ICE, MG1, MG2 and differential output/drive wheels are driven with external electric motors via connecting chains. This design allows the demonstration of eight of the possible hybrid operating modes. All components are cutaway to allow clear student visual learning.

EDUCATIONAL ADVANTAGES:

- Clear cutaways allow clear student visualization of hybrid drive train components.
- Students can observe the eight basic operational modes of a typical hybrid drive train.
- Completely safe. No high voltages normally associated with hybrids are used.
- Clear protective plexiglass enclosure for all rotating components.
- Intuitive control panel/dashboard showing power flow, component speed, and direction of rotation.
- Three individual motors for ICE, MG1 and MG2.
- Allows students to observe the continually variable ratio function using a simple planetary gear set (power split device) and varying input speeds.

MUST include the following components:

- 2010-2015 Toyota Prius.
- 1.8L 2ZR-FXE (4-cylinder with VVT-i Atkinson cycle with Hybrid Synergy Drive)

MUST include the following equipment and features:

- Components, including wiring, connectors and wire colors are to be OEM (original equipment manufacturer)
- 120 VAC 60 Hz Power Supply with master ON/OFF switch used to power trainer. Includes a protection fuse.
- Mobile stand constructed of at least 2" tubular steel equipped with four 5" or larger HD phenol casters (2-fixed and 2-swivel w/locks).

- Control panel
- Driving modes including: - Reverse, Engine start, Low speed and low acceleration (stealth), Normal drive (cruise), High speed and full-throttle acceleration, High speed energy recirculation, Coasting, Regenerative braking
- Drive train information section consisting of a battery charging lamp, a MG2 regeneration lamp, a steady state lamp, a MG1 regeneration lamp, an engine cold temperature lamp, a battery voltage display, a MG2 RPM display, a vehicle speed display, a MG1 RPM display, an engine RPM display, two opposite rotation LED indicators, two RPM x10 LED indicators, two system main relay control LED indicators and a drive train schematic diagram.
 - Accelerator pedal
 - Brake pedal
 - Emergency disconnect button
- Minimum of a one-hour remote training session (product familiarization)



3) Consulab CL-1919-12_053340 Classroom set of 12 Ohm's law trainers (QTY 2 sets)

Designed to help teach Ohm's Law basics as well as demonstrating common direct current electrical system components and circuit operation. The most popular way to package this trainer is as a classroom package.

EDUCATIONAL ADVANTAGES:

- Self-contained package with built-in internally protected power supply.
- Student curriculum provides learning assignments for circuit construction and understanding.
- Built-in Fluke DMM for electrical measurements and diagnosis.
- Can be used to assist the instruction of operational theory of DC electrical/electronic circuits and components.
- Meets many of the DC Electrical/Electronic tasks for NATEF

Kit **MUST** contain the following:

- 12 Ohm's Law Trainers
- 1 Storage Cabinet to accommodate all 12 trainers.
- Minimum of 10 extra Red Jumper Leads
- Minimum of 10 extra Black Jumper Leads
- Minimum of 12 extra Fuses (200 mA, 250 V)
- Minimum of 12 extra #194 Light Bulbs (L1 & L2)
- Minimum of 12 extra #3157 Light Bulbs (L3)
- Minimum of 12 extra #2726 LED Bulbs (D1)

MUST include the following features:

- Panel mounted Digital Readout showing trainer DC voltage.
- Hinged and removable top cover.
- Built in DMM (Digital Multi-meter) Fluke meter that is powered with two AAA replaceable batteries
- Adjustable 2KHz pulse width modulation generator (0-100%).
- Requires 120VAC to operate, outputs 2-14VDC (4A max).
- The following electrical components **MUST** be supplied:
 - Minimum of 2 #194 Incandescent light bulbs (removable)
 - Minimum of 1 #3157 LED bulb (removable)
 - Minimum of 1 #194 LED bulb (removable)
 - Minimum of 1 Buzzer - 2 Transistors (NPN and PNP)
 - Minimum of 1 Diode - 1 Motor1- ISO 5-pin relay
 - Minimum of 1 Electronic flasher - 1 75 Ω Potentiometer
 - Minimum of 5 Resistors (1-2 Ω , 2-20 Ω , 1-40 Ω , 1-100 Ω)
 - Minimum of 1 Fuse (removable) - 1 SPST Toggle switch
 - Minimum of 1 N.O. Push button switch
- Each component must have circuit connection receptacles for jumper wire hookup.
- Includes a comprehensive user's manual with student activity assignments which cover basic electricity, Ohm's Law principles, basic and advanced circuits.
- Curriculum must cover multi-meter set-up, use and interpretation, electrical component operation and DC circuit construction and operation.
- Manual contains competence measuring tests to evaluate student comprehension.
- Minimum of a one-hour remote training session (product familiarization)



4) Consulab EM-200-29_053137 Hybrid planetary gearset trainer (Qty 1 each)

Designed to help instructors teach and students to understand the somewhat complex operation of a typical hybrid vehicle drivetrain. This hybrid planetary drivetrain trainer is based on the Toyota Prius hybrid system and focuses on the planetary gearset system, also known as the "Power-Split device".

EDUCATIONAL ADVANTAGES:

The trainer allows students to manually hold and/or drive various drivetrain system elements to visualize all available operational modes. The students can see the impact of the different combinations of elements either being held or driven and what effects that they have on the output speed and torque.

- Clearly demonstrates the operation of ICE, MG1, MG2 and Drive wheels in all vehicle modes.
- Students are required to be "part of the driveline operation" by turning hand cranks or holding devices which increases their engagement and involvement.

- Trainer provides a significant educational tool that clearly demonstrates the complex operation of a hybrid drivetrain using a power split device.
- Makes all major hybrid drivetrain components clearly visible which are normally not accessible in the vehicle.

MUST include the following features:

The trainer is designed to have students manually rotate, hold or release each component using hand cranks. An operation diagram on the trainer gives instructions as to the status of each component during operational modes of:

- ELECTRIC DRIVE – Light acceleration & low speed (Stealth mode)
- ENGINE START
- HYBRID DRIVE – Normal driving
- HYBRID DRIVE – High speed cruise or full throttle acceleration
- HYBRID DRIVE – High speed energy recirculation
- COASTING & REGENERATIVE BRAKING
- ELECTRIC DRIVE REVERSE
- Clearly demonstrates the operation of ICE, MG1, MG2 and Drive wheels in all vehicle modes.
- An operation diagram identifies which component is held, driven and/or spins freely in each mode. Students either hold or turn hand cranks to demonstrate each mode. This allows full visualization of each mode for better understanding of system operation. Each of the four components will react exactly as it does in the vehicle including changes in the direction of rotation of MG1. Diagnostic scenarios can also be created for example by showing what would happen if MG1 fails. In some modes, two students are required to operate all components on the trainer.
- Clear representation of driveline components including ICE, MG1, MG2 and Drive wheels.
- Hand cranks and drums that are used by students to either drive or hold components to demonstrate each operational mode.
- Minimum of a one-hour remote training session (product familiarization)



5) **Consulab EV-2000_DEV-187 Electric Vehicle thermodynamic systems trainer (Qty 1 each)**

Designed to help instructors teach and students to understand heat pump systems in electric vehicles.

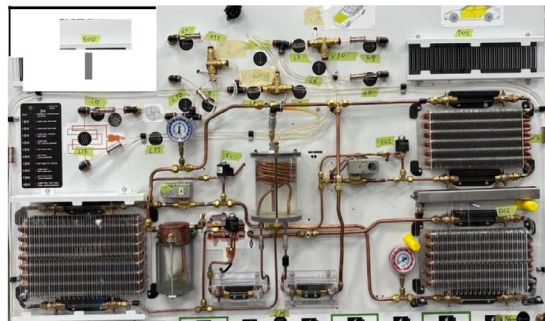
EDUCATIONAL ADVANTAGES:

The trainer offers a practical view of how Electric Vehicles manage thermal energy of the high voltage battery and cabin comfort by focusing on energy efficiency transfer.

- Demonstrates how energy moves through the system and explains the role of latent heat in refrigeration.
- Highlights the connection between the refrigerant circuit and the glycol loop, with the chiller as a central energy transfer component and learn the positive temperature coefficient (PTC) heater function.
- Trainer features a heat pump that can switch between heating and cooling, using multiple heat exchangers (as condensers or evaporators), a compressor, and electronic expansion valves (EEV's)

MUST include the following features:

- Fully functional Heat Pump
- Fully functional Chiller
- Fully functional Positive Temperature Coefficient (PTC) heater
- Fully functional electronic expansion valves (EEV's)
- Glycol loop
- Refrigerant loop
- Minimum of eight fully transparent sight glasses.
- Minimum of ten operating modes
- Must be capable of at least thirteen faults that can be diagnosed visually
- Ability to bypass compressor limits for demonstration purposes
- Digital contact thermometer with clamp
- Integrated LEDs to demonstrate glycol circulation
- High and Low side pressure gauges
- Visual indicators for HV battery temperature (cold, warming up, warm)
- Flow gauge to see the flow in glycol system
- Two liters of pre-diluted long-life antifreeze (ethylene glycol at 30-60% concentration and diethylene glycol at 1-5% concentration)
- R-1234YF refrigerant
- Super premium Esther oil type
- Instructor guides with lesson plans
- Lockable fault box/ instructor control panel
- Minimum of a one-hour remote training session (product familiarization)



6) Consulab MP-750_052808 Multiplex Network diagnostic trainer (Qty 1 each)

Designed to help teach Multiplex and CAN Bus systems. The trainer is based on a Honda vehicle platform.

EDUCATIONAL ADVANTAGES;

The trainer offers a practical view of the operation of Multiplex and Can Bus systems.

- Provides a real-world functional vehicle system trainer with full accessibility to components.
- Allows hands-on student activities for learning CAN Bus system operation, diagnosis and repair
- Full available communication between all modules
- All components, fuse box, wiring and connectors exactly match OEM colors and service information
- DLC provides full access for scan tool and oscilloscope testing
- Trainer systems respond to inserted faults with real world symptoms, OEM DTC's, scan tool data stream changes and check engine light operation
- Fault box provides 12 real world vehicle problems requiring diagnosis and repair procedures

MUST include the following features:

- Functional Multiplex and Can Bus systems with a minimum of 11 system modules
- OEM vehicle lighting systems
- Functional Honda F (CAN Hi/Lo), B and K-line circuits
- Entertainment (Radio, CD/DVD, Bluetooth), immobilizer, Alarm
- OEM instrument panels with gauges
- Multi-information, HVAC and Entertainment dashboard displays
- Wiper, Horn, Power Door Locks, Mirrors and Windows
- Operational vehicle doors with electrical controls
- Vehicle harness, lighting components, electrical power distribution components and door assemblies
- OBDII data link connector with matching OEM terminal identification and wire colors
- Original fuse box and power distribution center with circuit protection
- Integrated power supply (120VAC/12VDC 60Hz)
- Mobile stand constructed of at least 2" tubular steel equipped with four 5" or larger HD phenol casters (2-fixed and 2-swivel w/locks).
- Full curriculum package with student assignments and instructor answer keys
- Fitted vinyl dust cover must be included in the price (similar to product # 24085-28 EM-1200-750 for the MP-750)
- Minimum of a one-hour remote training session (product familiarization)



7) Consulab EM-2000-YF_053330 AC System Trainer with H-Block, R1234Y (Qty 1 each)

The Air Conditioning trainer is a complete A/C system with unique features designed to enhance the instruction of air conditioning physics. The trainer uses the H-Block TXV design with R1234yf flow control. The trainer uses common automotive components and can be used in both Allows visual inspection of the role and operation of the H-Block classroom and shop environments. The trainer utilizes a hermetically sealed and internally protected compressor. Operates on 120V 15A 60Hz circuit

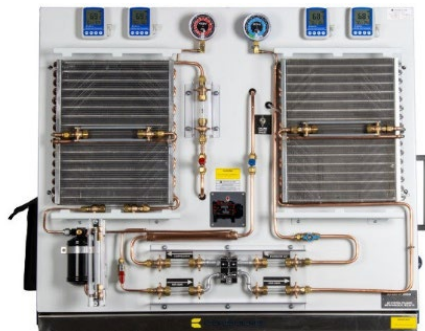
EDUCATIONAL ADVANTAGES:

- Trainer has all major components required for an automotive air conditioning system using the H-Block TXV system
- Fully operational with typical component layout and organization
- Clear sight glasses provide clear understanding of the H-Block (TXV) air conditioning refrigeration cycle
- Allows student observation of refrigerant change of state (liquid/vapor) at the receiver/drier, evaporator and condenser
- Trainer can be connected to any A/C Recycling/Recovery equipment using R1234YF ports
- Allows visual inspection of the role and operation of the H-Block (TXV) and receiver/dryer
- Provides pressure and temperature measurement displays of evaporator and condenser

- Is equipped with an internal heat exchanger (IHX) to increase subcooling of the refrigerant
- Allows the introduction of system restrictions and blockages for diagnostic learning
- Adjustable fan speeds for demonstration of typical performance problems for evaporator and condenser
- Removable magnetic component identification labels and refrigerant flow arrows for student learning

MUST include the following features:

- Trainer condenser, evaporator and compressor cycling switches can be adjusted to demonstrate various abnormal symptoms
- OEM R1234yf ports
- High and Low side A/C pressure gauges
- Be equipped with high pressure cut-out switch, evaporator de-icing switch and internal compressor protection
- Adjustable High and Low side ball valves
- Adjustable temperature control switch for evaporator temperature levels
- Digital thermometers (4) at inlet and out-let of evaporator and condenser
- Internally protected hermetically sealed A/C compressor
- A/C compressor with manual starter and internal thermal protection
- High pressure (300 psi) safety switch to shut off compressor
- Adjustable speed evaporator and condenser fans. Minimum 3 speeds evaporator.
- Cycling switch bypass toggle switch
- Stainless steel condensate drip pan with drain
- Power on indicator
- Magnetic component name and refrigerant flow arrow labels
- Operation manual with student assignments
- Operates on a 120v 15A 60Hz circuit
- R1234yf refrigerant, Ester 100 ISO oil
- Sturdy metal stand with two locking swivel and two fixed casters
- Minimum of a one-hour remote training session (product familiarization)



END OF SCOPE AND SPECIFICATION SECTION

BID FORM
40006-R0030254 – Automotive Trainers

- a) Pricing must be listed on this Bid Form.
- b) 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.
- c) The quantities listed in the bid are estimated to be the amounts needed but are not a guarantee of purchase. Any actual items/quantities ordered shall be listed on the purchase order.
- d) Bid Form Calculations below should be:
 - i. Column 6 is YOUR Inclusive Unit Price per 1 item listed in Column 4 and based on the specifications, pricing and all bid requirements as stated in this bid.
 - ii. Column 7 = Column 6 (Your price for 1 each) multiplied by Column 2 and the unit of measure (Estimated Quantities (no guarantees) Ex: Your price is \$100each x 3 each = \$300
- e) 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.
- f) All products numbers listed are based on Consulab Educatech products. See Specifications above.
- g) Bidder shall supply your Brand Name and model/manufacture number bidding for each item for review. Items must meet or exceed the specifications as listed. The decision of acceptance by the College is final. *****See page 13 for substitutions/equivalency requirements.**
- h) 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.
- i) 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.
- j) Shipping cost should not be listed separately, must be included in the line pricing.
- k) 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.
- l) Delivery expectations are within about ten (10) weeks of order placement, at least by the end of January, 2025, if not sooner. Advise your ETA on this Bid Form. Delivery/completion is of the essence and the College reserves the right to award to the Bidder(s) providing the earliest delivery/completion date.

1	2	3	4	5	6	7
No.	Qty	UOM	Item or approved equivalent	Brand / Model /Manufacturer number bidding	Unit Price	TOTAL PRICE
1)	3	EA	EV High-Voltage Safety Trainer - PRODUCT #: EV-400_053287		\$ -	\$ -
2)	1	EA	Cutaway Toyota Prius hybrid derive train - PRODUCT #: EC-140H_052944		\$ -	\$ -
3)	2	Sets	Classroom set of 12 Ohm's law trainers, Includes: 12 CL-1919-06 trainers, 1 x shipping case and one kit of consumables - PRODUCT #: CL-1919-12_053340		\$ -	\$ -
4)	1	EA	Hybrid planetary gearset trainer - PRODUCT #: EM-200-29_053137		\$ -	\$ -
5)	1	EA	Electric Vehicle thermodynamic systems trainer - PRODUCT #: EV-2000_DEV-187		\$ -	\$ -
6)	1	EA	Multiplex Network diagnostic trainer - PRODUCT #: MP-750_052808 and vinyl dust cover for MP-750		\$ -	\$ -
7)	1	EA	AC system trainer with H-Block, R1234Y - PRODUCT #: EM-2000-YF_053330		\$ -	\$ -
Total Price					\$ -	\$ -

Delivery expectations are within about ten (10) weeks of order placement, at least by the end of January, 2025, if not sooner. State your ETA: _____ 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, if applicable, 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 **Friday, October 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:

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 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.

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.

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.

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.

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 within the time frame required and that they agree to abide by all terms and conditions of the Bid.

This contract does not contain a minimum purchase guarantee.

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 shall be submitted within a month after items are delivered and must be itemized in accordance with the pricing set forth in the bid, lump sum invoices may not be processed.

QUANTITIES/ORDERS:

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 listed on the purchase order. Items and/or quantities may be lesser or greater than stated in this bid. This bid 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 for up to 3 months after the award.

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; If any items 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.

DELIVERIES:

Bidder shall advise your ETA on the Bid Form. Delivery/completion is of the essence and the College reserves the right to award to the Bidder(s) providing the earliest delivery/completion date.

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 and not be left curbside. Bidder may need to provide their own equipment (forklift, pallet jacks, etc. as needed for the order). Any additional cost associated with inside delivery must be included in the unit price bid.

All areas must be kept free of hazards during delivery.

Scheduling of larger deliveries may be needed and may require contact with a College Representative in advance. If deliveries are at the City Park campus; 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.

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.

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 awarded Bidder 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.

MODIFICATIONS OF MATERIALS, LOCATIONS and/or SERVICES:

We do not anticipate many changes to this contract.

The College reserves the right to change locations (all within the Greater New Orleans area) and to adjust quantities without change in price.

College reserves the right to add additional materials, items, services and/or locations to this contract. 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 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.

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 this 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. If item(s) or Services bid do not fully comply with specifications, including brand and/or product number or work, Bidder must state in what respect the item(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful Bidder from supplying the actual products or services requested.
23. List of distributors: The Bidder signing the bid shall be designated as the Prime Bidder on any contract/agreement resulting from this bid. If additional Bidders are authorized to receive orders for items covered under this proposal, the Bidder must submit, with bid, a list of those additional authorized distributors.
24. Bidders are advised that all hazardous products must be accompanied by a "Hazardous Materials Data Sheet". This sheet must also include suggested antidotes for ingestion and other contact.
25. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the 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.
26. 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.
27. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

END OF INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS SECTION

END OF BID DOCUMENT