



# STATE OF LOUISIANA

Office of State Procurement  
INVITATION TO BID

RESPONSES WILL BE  
PUBLICLY OPENED AT THE  
PHYSICAL ADDRESS BELOW

11/04/2025

10:00 AM CST

Vendor No.: \_\_\_\_\_

Solicitation: 3000025476

Opening Date: 11/04/2025

Vendor Name and Address: (to be completed by Vendor)

**Ship To Address:**

Joe Diaz  
DOC PRISON ENTERPRISES-LSP CDC CANTEEN  
LA STATE PENITENTIARY 17544 TUNICA TRACE  
ANGOLA, LA 70712

TO SUBMIT AN ELECTRONIC ONLINE  
RESPONSE CLICK THE LINK BELOW

SUBMIT NON-ELECTRONIC RESPONSE TO:

Office of State Procurement  
1201 N. Third Street, Suite 2-160  
Baton Rouge, LA 70802

RFx Number: 3000025476

Version: 1

Buyer: CLARETT BLOUNT

Buyer Phone: 225-342-8044

E-Mail: clarett.blount@la.gov

Scheduled Begin Date:

Scheduled End Date:

T-Number:

**ONLINE BID RESPONSE LINK**

[https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm\\_boid=567620E9FB021FD0A6AC4502BCF10FF2](https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=567620E9FB021FD0A6AC4502BCF10FF2)

QUESTIONS TO BE COMPLETED BY VENDOR	Required
1. _____ Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2. _____ Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3. _____ Have you attached / included all required files to the bid response?	YES
4. _____ Have you attached the signature page to the bid response?	YES
5. _____ Delivery will be made this number of days After Receipt of Order (ARO)	NO
6. _____ %discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

**Name of Solicitation:** Canteen Resale Items - DOC/PE

**RFx text:**

The Office of State Procurement has suspended in-person attendance by vendors at public bid openings for bids published by our office.

Any vendor who would like to view the opening of this bid can access the following link, at the date

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 2 of 31
---	---------	--------------

and time of this bid opening:

<https://doa-ospla.zoom.us/j/2697438343>

This link will provide you with live audio and video access to this bid opening. The link will be live at 9:45 AM (Central Time) on the date of bid opening.

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This is an online bid opportunity. Bidders are invited to submit bids online via the link on this bid invitation. Online bidding instructions are attached to this bid invitation. All vendors must be registered in the LaGov system in order to: submit an online bid, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

Please include a W-9 form with your bid if you are newly registered. Do not register again if you are already registered in the system.

Please print all attachments to ensure all documents related to this solicitation are reviewed prior to bidding.

All documents associated with this solicitation should be included in the bidder's submission.

Bid Documents Include:

Attachment A - Special Terms and Conditions - Pages 1-7

Attachment B - Online Bidding Instructions - Pages 1-10

Bid delivery instructions for the Office of State Procurement:

Refer to Page 1 in Attachment A - Special Terms and Conditions

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This solicitation is to establish a Blanket Order Contract to provide Canteen Resale Items as specified for the Louisiana Department of Corrections-Prison Enterprises for an initial 1-year period beginning January 1, 2026 or date of award, whichever is later, and ending December 31, 2026. At the option of the State of Louisiana and acceptance by the Contractor, this contract may be renewed for two additional 12-month periods at the same prices, terms and conditions. Total contract time not to exceed 36 months.

Blanket Order Contract:

Items are to be called for by the using agency as needed. No shipments are to be made until the Agency calls or otherwise submits an order for shipment of a specific quantity. Quantities are estimated, and they may be increased or decreased as needed throughout the contract period. Individual order quantities, when called for, are based on the using agency's demand at the time of order. Minimum orders may be one unit, unless otherwise stated. A blanket order contract is not a guarantee of any quantity. Unit price should be inclusive of any freight charges. Contractor must be able to obtain and supply the item(s) at their bid price for the entire contract period and within the delivery timeframe provided for on their bid. Unused quantities must not be invoiced and will not be paid.

Method of Award:

It is the intent of the State to award this contract on a grouped basis, to the overall lowest responsive, responsible bidder(s) meeting the specifications, for each group. Otherwise, items will be awarded separately. The State further reserves the right to reject individual items from the award.

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 3 of 31
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**Resale:**

Items are for canteen resale. Where listed, only brand name(s) and model(s), or some other designation that identifies a specific product to be offered exclusive of others, specified will be accepted. Bids must be quoted in quantity and unit specified (R.S. 39:1651-1657) and (LAC Title 34 Part 5-109.A.2.B.i).

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	<b>Product Category:42142901</b> Reading Glasses +1.25  Group 1: Lines 1-6  Reading Glasses +1.25  * Brand: Private Label or Equal * Material: 100% Plastic Lens * Size: Generic, flexible stems to fit most faces * Diopters (Power Magnification): +1.25 * Colors: Solid Black or Tortoise Shell * Package: One (1) dozen per box  Minimum Order Quantity: 30 dozen of combined magnifications  Delivery Terms: 7-10 Days ARO; DO NOT SHIP UNTIL CALLED FOR BY AGENCY.  Delivery Terms: To be delivery on a called for as needed by Agency basis.  Specify Brand Bidding: _____  Specify Material Bidding: _____  Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____  Specify Diopters (Power Magnification) Bidding: _____  Specify Color Bidding: _____  Specify Glasses per Box: _____  Specify Minimum Order Quantity Bidding: _____  Specify Delivery Days ARO Bidding: _____	100	CE		
2	<b>Product Category:42142901</b>	100	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 4 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Reading Glasses +1.50  Group 1: Lines 1-6  Reading Glasses +1.50  Same specifications as Line 1, except for Diopters. * Diopters (Power Magnification): +1.50  *Minimum Order Quantity: 30 dozen of combined magnifications  *Delivery Terms: 7-10 Days ARO; DO NOT SHIPPED UNTIL CALLED FOR BY AGENCY  Specify Brand Bidding: _____  Specify Material Bidding: _____  Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____  Specify Diopters (Power Magnification) Bidding: _____  Specify Color Bidding: _____  Specify Glasses per Box: _____  Specify Minimum Order Quantity Bidding: _____  Specify Delivery Days ARO Bidding: _____				
3	<b>Product Category:42142901</b> Reading Glasses +2.00  Group 1: Lines 1-6  Reading Glasses +2.00  Same specifications as Line 1, except for Diopters. * Diopters (Power Magnification): +2.00  *Minimum Order Quantity: 30 dozen of combined magnifications  *Delivery Terms: 7-10 Days ARO; DO NOT SHIPPED	100	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 5 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	UNTIL CALLED FOR BY AGENCY.  Specify Brand Bidding: _____  Specify Material Bidding: _____  Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____  Specify Diopters (Power Magnification) Bidding: _____  Specify Color Bidding: _____  Specify Glasses per Box: _____  Specify Minimum Order Quantity Bidding: _____  Specify Delivery Days ARO Bidding: _____				
4	<b>Product Category:42142901</b> Reading Glasses +2.50  Group 1: Lines 1-6  Reading Glasses +2.50  Same specifications as Line 1, except for Diopters. * Diopters (Power Magnification): +2.50  *Minimum Order Quantity: 30 dozen of combined magnifications  *Delivery Terms: 7-10 Days ARO; DO NOT SHIP UNTIL CALLED FOR BY AGENCY.  Specify Brand Bidding: _____  Specify Material Bidding: _____  Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____  Specify Diopters (Power Magnification) Bidding: _____  Specify Color Bidding: _____	100	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 6 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Glasses per Box: _____  Specify Minimum Order Quantity Bidding: _____  Specify Delivery Days ARO Bidding: _____				
5	<b>Product Category:42142901</b> Reading Glasses +3.00  Group 1: Lines 1-6  Reading Glasses +3.00  Same specifications as Line 1, except for Diopters. * Diopters (Power Magnification): +3.00  *Minimum Order Quantity: 30 dozen of combined magnifications  *Delivery Terms: 7-10 Days ARO; DO NOT SHIPPED UNTIL CALLED FOR BY AGENCY.  Specify Brand Bidding: _____  Specify Material Bidding: _____  Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____  Specify Diopters (Power Magnification) Bidding: _____  Specify Color Bidding: _____  Specify Glasses per Box: _____  Specify Minimum Order Quantity Bidding: _____  Specify Delivery Days ARO Bidding: _____	100	CE		
6	<b>Product Category:42142901</b> Reading Glasses +3.50  Group 1: Lines 1-6  Reading Glasses +3.50	100	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 7 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	<p>Same specifications as Line 1, except for Diopters.            * Diopters (Power Magnification): +3.50</p> <p>*Minimum Order Quantity: 30 dozen of combined magnifications</p> <p>*Delivery Terms: 7-10 Days ARO; DO NOT SHIPPED UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Material Bidding: _____</p> <p>Specify Bidding Size Generic, flexible stems to fit most faces: YES ____ NO ____</p> <p>Specify Diopters (Power Magnification) Bidding: _____</p> <p>Specify Color Bidding: _____</p> <p>Specify Glasses per Box: _____</p> <p>Specify Minimum Order Quantity Bidding: _____</p> <p>Specify Delivery Days ARO Bidding: _____</p>				
7	<p><b>Product Category:52101500</b>            Religious Prayer Rug</p> <p>Religious Prayer Rug</p> <p>Brand: Modefa or Equal            Type: Velvet Islamic Prayer Rug            Design: Textured            Color: Brown            Pattern: Intricate Geometric with Arch            Size: 27.5" x 43.5" (+/- ½")            Fringe: 2" (+/- ½") on each end            Minimum Order Quantity: 5 Rugs</p> <p>Delivery Terms: 7-10 Days ARO; DO NOT SHIP UNTIL CALLED FOR BY AGENCY.</p> <p>Specify Brand Bidding: _____</p> <p>Specify Type Bidding: _____</p>	300	EA		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 8 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Design Bidding: _____ Specify Color Bidding: _____ Specify Pattern Bidding: _____ Specify Size Bidding: _____ Specify Fringe Size Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____				
8	<b>Product Category:91101700</b> Locking Hair Gel  Locking Hair Gel  Brand: Jamaican Mango and Lime or Equal Type: Locking Hair Gel Size: 6 oz. (+/- 1oz.) Container Hold: Firm Case: 24 Plastic Bottles per Case Minimum Order Quantity: 10 Containers  Delivery Terms: 7-10 Days ARO; to be delivered on a called for as needed by agency basis.  Specify Brand Bidding: _____ Specify Type Bidding: _____ Specify Size Bidding: _____ Specify Hold Bidding: _____ Specify Plastic Bottles per Case Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____	200	EA		
9	<b>Product Category:91101700</b> Dreadlocks Cap  Dreadlocks Cap	300	EA		



Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 9 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Brand: Titan Classic, Beauty Town, or Equal Color: Black Type: Unisex Fit: Comfortable, Stretchable Size: One Size Fits Most Minimum Order Quantity: 10 Caps Delivery Terms: 7-10 Days ARO  Specify Brand Bidding: _____ Specify Color Bidding: _____ Specify Type Bidding: _____ Specify Fit Bidding: _____ Specify Size Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____				
10	<b>Product Category:14111514</b> Writing Pad 5x8  Group 2: Lines 10-12  Writing Pad  Brand: Tops or Equal Model: 7500 or Equal  Specifications: 5"X8" White paper Only Legal Ruled Micro-perforated for clean edge tear out Fold Over 29-30 point chipboard backing Smooth, 15-16 lb paper 50 sheets per pad Pkg: 12 pads/pack, 12 packs/case (144 pads/case) Minimum Order: 6 cases Delivery Terms: 7-10 days ARO Cardboard/ Paper top binding (gummed top binding not acceptable)  Specify Brand Bidding: _____	300	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 10 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Model Bidding: _____ Specify Size Bidding: _____ Specify Bidding White Paper Only: Yes _____ or No _____ Specify Bidding Legal Ruled: Yes _____ or No _____ Specify Bidding 29-30 point chipboard backing: Yes _____ or No _____ Specify Bidding Micro-perforated for clean edge tear out: Yes _____ or No _____ Specify Number Sheets per Pad Bidding: _____ Specify Number pads/pack Bidding: _____ Specify packs/case Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____				
11	<b>Product Category:14111514</b> Writing Pad 8 1/2X11 3/4  Group 2: Lines 10-12  Writing Pad  Brand: Tops or Equal Model: 7533 or Equal  Specifications: 8 1/2" X 11 3/4" White paper Only Legal Ruled Micro-perforated for clean edge tear out Fold Over 29-30 point chipboard backing Smooth, 15-16 lb paper 50 sheets per pad Pkg: 12 pads/pack, 6 packs/case (72 pads/case) Minimum Order: 100 cases Delivery Terms: 7-10 days ARO Cardboard/ Paper top binding (gummed top binding not acceptable)	600	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 11 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Size Bidding: _____ Specify Bidding White Paper Only: Yes _____ or No _____ Specify Bidding Legal Ruled: Yes _____ or No _____ Specify Bidding 29-30 point chipboard backing: Yes _____ or No _____ Specify Bidding Micro-perforated for clean edge tear out: Yes _____ or No _____ Specify Number Sheets per Pad Bidding: _____ Specify Number pads/pack Bidding: _____ Specify how many packs/case Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____				
12	<b>Product Category:14111514</b> Writing Pad 8 1/2 X 14  Group 2: Lines 10-12  Writing Pad  Brand: Tops or Equal Model: 7573 or Equal  Specifications: 8 1/2" X 14" White paper Only Legal Ruled Micro-perforated for clean edge tear out Fold Over 29-30 point chipboard backing Smooth, 15-16 lb paper 50 sheets per pad Pkg: 12 pads/pack, 6 packs/case (144 pads/case) Minimum Order: 100 cases Delivery Terms: 7-10 days ARO Cardboard/ Paper top binding (gummed top binding not	500	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 12 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	acceptable)  Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Size Bidding: _____ Specify Bidding White Paper Only: Yes _____ or No _____ Specify Bidding Legal Ruled: Yes _____ or No _____ Specify Bidding 29-30 point chipboard backing: Yes _____ or No _____ Specify Bidding Micro-perforated for clean edge tear out: Yes _____ or No _____ Specify Number Sheets per Pad Bidding: _____ Specify Number pads/pack Bidding: _____ Specify Number packs/case Bidding: _____ Specify Minimum Order Quantity Bidding: _____ Specify Delivery Days ARO Bidding: _____				
13	<b>Product Category:53131608</b> Anti Bacterial Soap  Soap  * Brand: Dial * Model: Gold, Anti-bacterial * Pkg: 4.0 oz./bar, 88 bars/case * Minimum Order Amount: 30 cases * Delivery Terms: 7-10 Days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *** Bars of soap must be for individual resale. Labels must not state otherwise. ***  *Specify Brand Bidding: _____ *Specify Model Bidding: _____ *Specify Minimum Order Amount Bidding: _____	3,171	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 13 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Delivery ARO Days Bidding: _____				
14	<b>Product Category:53131607</b> Lotion  Lotion  * Brand: Lubriderm * Model: Daily Moisture Lotion, Normal to Dry Skin * Pkg: 6 oz./plastic bottle, 12 bottles/case * Minimum Order Amount: 5 cases * Delivery Terms: 7-10 Days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Model Bidding: _____  *Specify number ounces per plastic bottle Bidding: _____  *Specify number bottles per case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  Specify Delivery ARO Days Bidding: _____	500	CE		
15	<b>Product Category:53131503</b> Toothbrush  Toothbrush  * Brand: Colgate * Type: Soft Bristles * Pkg: 144 each/case * Minimum Order Quantity: 9 cases * Delivery Terms: 7-10 Days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Type Bidding: _____  *Specify number per case: _____  *Specify Minimum Order Quantity Bidding: _____	50	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 14 of 31
---	---------	---------------

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	_____  *Specify Delivery ARO Bidding: _____				
16	<b>Product Category:53131604</b> Plastic Comb  Plastic Comb  * Brand: New World Imports or Equal * Pocket comb * Teeth Size: 1/2" - 5/8" long * Comb Length: 5" * Pkg: Individual blister pack, each, 2160 each/case * Minimum Order Amount: 1 case * Delivery Terms: 7-10 days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Teeth Size Bidding: _____  *Specify Length Bidding: _____  *Specify Number Packs Per case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery Days ARO Bidding: _____	7	CE		
17	<b>Product Category:53131621</b> Finger Nail Clippers  Finger Nail Clippers  * Brand: Trim or Equal * No File * Pkg: 36 each/box * Minimum Order Amount: 15 Boxes * Delivery Terms: 7-10 days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Number Per Box: _____	25	BOX		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 15 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				
18	<b>Product Category:53131606</b> Deodorant/Antiperspirant  DEODORANT / ANTI-PERSPIRANT:  Brand: Suave Deodorant-Antiperspirant Solid Stick  Scent: Powder  Pkg: 2.6 oz. stick, 12 sticks/case  Minimum Order Amount: 75 cases  Delivery Terms: 7-10 Days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Scent Bidding: _____  *Specify Ounces Bidding: _____  *Specify Sticks per Case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *specify Delivery ARO Days Bidding: _____	6,500	CE		
19	<b>Product Category:51161800</b> Vapor Rub  Vapor Rub  * Brand: Vick's * Pkg: 1.76 oz./plastic jar, 36 jars/case * Minimum Order Quantity: 6 cases * Delivery Terms: 7 - 10 days ARO (Do not ship until called for by Agency)  *Specify Brand Bidding: _____  *Specify Ounces Per Plastic Jar Bidding: _____	24	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 16 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Number Jars per Case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				
20	<b>Product Category:53131613</b> Baby Powder w/ Cornstarch  Baby Powder with Cornstarch  * Brand: Freshscent or Equal * Pkg: 4 oz./bottle, 48 bottles/case * Minimum Order Quantity: 10 cases * Delivery Terms: 7 - 10 days ARO Do not ship until called for by Agency  *Specify Brand Bidding: _____ *Specify Ounces Per Bottle Bidding: _____ *Specify Bottles Per Case Bidding: _____ *Specify Minimum Order Quantity Bidding: _____ *Specify Delivery ARO Bidding: _____	350	CE		
21	<b>Product Category:51142000</b> Acetaminophen  Acetaminophen  * Brand: Perrigo OTC or Equal * Strength: 325 MG * Pkg: 100 count, 24 containers/case * Minimum Order Quantity: 5 cases * Delivery Terms: 7 - 10 days ARO; Do not ship until called for by Agency.  *Specify Brand Bidding: _____ *Specify Strength Bidding: _____ *Specify Count Bidding: _____ *Specify Containers Per Case Bidding: _____	425	CE		



Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 17 of 31
---	---------	---------------

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				
22	<b>Product Category:53131608</b> Level 10 Moisturizing Bar  Level 10 Moisturizing Bar Soap  Contains no animal fat White Bar Soap Individually wrapped for resale Pkg: 6 oz bar, 36 bars/case Minimum Order: 50 cases Delivery Terms: 7-10 days ARO  *Specify Brand Bidding: _____ *Specify Bar Soap Bidding: _____ *Specify Ounces Per Bar Bidding: _____ *Specify Bars/Case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____	2,500	CE		
23	<b>Product Category:51101500</b> Aspirin  Aspirin 325MG  * Brand: New Day or Equal * Pkg: 100 tablets/bottle, 24 bottles/box * Minimum Order Amount: 5 Boxes * Delivery Terms: 7-10 Days ARO: Do not delivery until called for by Agency.  *Specify Brand Bidding: _____ *Specify Tablets Per Bottle Bidding: _____ *Specify Bottles Per Box Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____	240	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 18 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
24	<b>Product Category:53131617</b> Cotton Swabs  Cotton Swabs  Brand: New Day or Equal Bag Size: 100 per bag Package: 24 bags per case Minimum Order: 16 Cases Delivery Terms: 7-10 days ARO  *Specify Brand Bidding: _____  *Specify Number Per Bag Bidding: _____  *Specify Bags per Case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____	90	CE		
25	<b>Product Category:52152002</b> Plastic Coffee Mugs  Plastic Coffee Mugs  Brand: Becker Glove or Equal Model: 2050 or Equal * With handle * Any color * Does not require lid * Capacity: 12 oz. * Pkg: 100 each/case * Minimum Order Amount: 20 cases Note: Insulated or Non-Insulated Mugs will be accepted Delivery Terms: 7-10 days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____  *Specify Model Bidding: _____  *Specify Bidding with Handle: Yes _____ or No _____  *Specify Ounces Bidding: _____  *Specify Number Per Case Bidding: _____  *Specify Minimum Order Amount Bidding: _____	139	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 19 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Delivery ARO Days Bidding: _____				
26	<b>Product Category:53131605</b> Acrylic Mirror  Acrylic Mirror  Brand: Crawford Size: 6"X4.5" with magnet on back Pkg: 36 each/ case Delivery Terms: 7-10 days ARO  *Specify Brand Bidding: _____  *Specify Size with Magnet on Back Bidding: _____  *Specify How many Each/Case Bidding: _____  *Specify Delivery ARO Days Bidding: _____	200	CE		
27	<b>Product Category:44121506</b> Envelopes  Envelopes  #10 Envelope 20 lb. paper weight Envelope White woven No printing No window Gummed flap Pkg: 50 envelopes/box, 24 boxes/case Minimum Order Amount; 200 cases Delivery Terms: 7-10 Days ARO  *Specify Bidding #10 Envelope: Yes_____ or No_____  *Specify Pounds Per Envelope Bidding: _____  *Specify Bidding Gummed Flap: Yes_____ or No_____  *Specify Envelopes/Box Bidding: _____  *Specify Boxes/Case Bidding: _____	1,000	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 20 of 31
---	---------	---------------

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____				
28	<b>Product Category:42151800</b> Toothpaste  Crest Cavity Protection Toothpaste  * Brand: Crest * Flavor: Regular * Type: Paste * Fluoride Anti-Cavity Toothpaste * Pkg: 4.2 oz/tube, 24 tubes/case * Minimum Order Amount: 35 Cases Delivery Terms:7-10 Days ARO; To be delivered on a called for as needed basis.  *Specify Brand Bidding: _____  *Specify Flavor Bidding: _____  *Specify Type Bidding: _____  *Specify whether Fluoride Anti-Cavity Toothpaste: Yes _____ or No _____  *Specify ounces per tube Bidding: _____  *Specify tubes per case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____	1,500	CE		
29	<b>Product Category:53131500</b> Mouthwash  Mouthwash  * Brand: Colgate Total * Flavor: Peppermint Blast * Alcohol Free * Pkg: 8.4 oz. clear plastic bottle, 6 bottles/case * Minimum Order Amount: 10 cases * Delivery Terms: 7-10 Days ARO (DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____	400	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 21 of 31
---	---------	---------------

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Flavor Bidding: _____ *Specify Is it Alcohol Free: Yes _____ or No _____ *Specify ounces per clear plastic bottle Bidding: _____ *Specify bottle per case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				
30	<b>Product Category:53131613</b> Muscle Rub  EXTERNAL ANALGESIC MUSCLE RUB:  * Brand: CareAll or Equal * Extra strength * Warming pain relief *** Compares to active ingredients of Bengay (menthol 10%, mythyl salicylate 15%) *** * Pkg: 3 oz./tube, * Case Size: 72 Tubes/case * Minimum Order Amount: 40 Cases * Delivery Terms: 7-10 days ARO **To be delivered on a called for as needed by Agency basis. DO NOT SHIP UNTIL CALLED FOR BY AGENCY  *Specify Brand Bidding: _____ *Specify Bidding Extra Strength: Yes _____ or No _____ *Specify Bidding Warming pain relief: Yes _____ or No _____ *Specify ounces per tube Bidding: _____ *Specify Tubes per case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____	3,600	CE		
31	<b>Product Category:53131603</b> Disposable Razors  Disposable Razors	7,560	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 22 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Brand: Gillette Product: Good News Twin Blade Model #: PG-80238204 Pkg.: 10 Razors per Pack Case: 10 Packs per Case Minimum Order Amount: 660 Packs Delivery Terms: 7-10 Days ARO DO NOT SHIP UNTIL CALLED FOR BY AGENCY)  *Specify Brand Bidding: _____ *Specify Product Bidding: _____ *Specify Model No. Bidding: _____ *Specify razors per pack Bidding: _____ *Specify packs per case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				
32	<b>Product Category:53131613</b> Foamy Shaving Cream  FOAMY SHAVING CREAM:  Brand: Freshscent  Scent: Fresh  Pkg: 11 oz/can, 12 cans/case  Minimum Order Amount: 10 cases  Delivery Terms: 7-10 days ARO (Do not ship until called for by Agency)  *Specify Brand Bidding: _____ *Specify Scent Bidding: _____ *Specify ounces per can Bidding: _____ Specify cans per case Bidding: _____ *Specify Minimum Order Amount Bidding: _____	3,000	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 23 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	*Specify Delivery ARO Days Bidding: _____				
33	<b>Product Category:14111704</b> Toilet Tissue  Bathroom Toilet Tissue:  Brand: Scott Essential Standard Roll Toilet Paper or Equal Color: White 2 Ply Unit Size: 4.1" W x 4" L Core Diameter: 1.5" Pkg: Individually wrapped rolls, 80 rolls per case, 550 sheets/roll Minimum Order Quantity: 50 Cases Delivery Terms: 7-10 days ARO  *Specify Brand Bidding: _____  *Specify Color Bidding: _____  *Specify Bidding 2 Ply: Yes _____ or No _____  *Specify Unit Size Bidding: _____  *Specify Core Diameter Bidding: _____  *Specify individually wrapped rolls: Yes _____ or No _____  *Specify rolls per case Bidding: _____  *Specify sheets per roll Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____	200	CE		
34	<b>Product Category:53131608</b> Coast Bar Soap  Bar Soap  Brand: Coast Scent: Pacific Force Classic Scent Size: 4oz/bar Pkg: 64 bars/case Minimum Order: 4 cases	1,350	CE		

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 24 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Delivery Terms: 7-10 days ARO  *Specify Brand Bidding: _____  *Specify Scent Bidding: _____  *Specify ounces per bar Bidding: _____  *Specify bars per case Bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____				
35	<b>Product Category:53131613</b> Bath and Shower cornstarch  Bath and Shower Cornstarch  Brand: New Day or Landers 12-14 oz./bottle 12-24 bottles/case Minimum Order Quantity: 20 Cases Delivery Timeframe: 7-10 Days ARO  *Specify Brand Bidding: _____  *Specify ounces per bottle Bidding: _____  *Specify bottles per case bidding: _____  *Specify Minimum Order Amount Bidding: _____  *Specify Delivery ARO Days Bidding: _____	1,200	CE		
36	<b>Product Category:47131809</b> Shoe Polish  Shoe Polish  Brand: Kiwi Color: White Liquid Style 3-5 oz./bottle 12-24 bottles/case	50	CE		



Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 25 of 31
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LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Minimum Order Quantity: 12 Boxes Delivery Timeframe: 14 Days ARO  *Specify Brand Bidding: _____  *Specify Color Bidding: _____ *Specify Style Bidding: _____ *Specify ounces per bottle Bidding: _____ *Specify bottles per case Bidding: _____ *Specify Minimum Order Amount Bidding: _____ *Specify Delivery ARO Days Bidding: _____				

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 26 of 31
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## INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED, WRITTEN IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
9. 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.
10. IMPORTANT: BY SIGNING THE BID OR SUBMITTING THE BID ONLINE VIA THE VENDOR PORTAL (WHICHEVER IS APPLICABLE) THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE, BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE IN INK, TYPEWRITTEN, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.
11. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.
12. CONFERENCE: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.

### 13. BID FORMS

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED AND PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID SUBMITTED ON PAPER CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE, PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. FAX ALTERATIONS, NOT INVOLVING PRICING, TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED BID FORM AND FAXED ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING. ALTERATIONS TO PRICE MUST BE RECEIVED IN A SEALED ENVELOPE WITH THE BID NUMBER, OPENING DATE AND TIME DISPLAYED ON THE OUTSIDE OF THE ENVELOPE AND TIME STAMPED BEFORE BID OPENING OR VIA THE ONLINE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

### 14. STANDARDS OF QUALITY

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 27 of 31
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ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, AND ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

#### 15. DESCRIPTIVE INFORMATION

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER SHOULD STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

#### 16. BID OPENING

BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED IN ACCORDANCE WITH LA R.S. 44.I. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS.

#### 17. PRICES

UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

#### 18. DELIVERIES

BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

#### 19. TAXES

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

#### 20. NEW PRODUCTS

UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

#### 21. CONTRACT RENEWALS

UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

#### 22. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS:

(A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA R.S. 39:1672.

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 28 of 31
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THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

### **23. DEFAULT OF CONTRACTOR**

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED OR TO PROVIDE THE SERVICES AS SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

### **24. ORDER OF PRIORITY**

IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL TERMS AND CONDITIONS, THE SPECIAL TERMS AND CONDITIONS SHALL GOVERN.

### **25. APPLICABLE LAW**

ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

### **26. COMPLIANCE WITH CIVIL RIGHTS LAWS**

BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, DISABILITY, OR AGE IN ANY MATTER RELATING TO EMPLOYMENT. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

### **27. ADA ACCESSIBILITY REQUIREMENTS**

IF APPLICABLE, THE CONTRACTOR WARRANTS IT WILL COMPLY WITH FEDERAL AND STATE DISABILITIES LAWS AND REGULATIONS AND ALSO WARRANTS THAT THE PRODUCTS AND SERVICES PROVIDED CONFORM TO THE APPLICABLE ACCESSIBILITY REQUIREMENTS OF WCAG 2.1 LEVEL AA OR THE MOST CURRENT VERSION (THE "ACCESSIBILITY STANDARDS"), SECTION 508 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. THE CONTRACTOR AGREES TO PROMPTLY RESPOND TO AND RESOLVE ANY COMPLAINT REGARDING ACCESSIBILITY OF ITS PRODUCTS AND SERVICES. IF AT ANY TIME, PRODUCTS AND SERVICES PROVIDED UNDER THIS CONTRACT DO NOT FULLY CONFORM TO THE ACCESSIBILITY STANDARDS, CONTRACTOR SHALL IMMEDIATELY ADVISE THE STATE OF LOUISIANA OFFICE OF STATE PROCUREMENT (THE "STATE") IN WRITING OF THE NONCONFORMANCE AND SHALL PROVIDE THE STATE A PLAN TO ACHIEVE CONFORMANCE TO THE ACCESSIBILITY STANDARDS, INCLUDING BUT NOT LIMITED TO, AN INTENDED TIMELINE FOR CONFORMANCE. CONTRACTOR FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE STATE FROM ANY CLAIMS OR DAMAGES ARISING OUT OF ITS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS PARAGRAPH. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL CONSTITUTE A MATERIAL BREACH OF THIS CONTRACT AND MAY BE GROUNDS FOR TERMINATION OF THIS CONTRACT BY THE STATE.

### **28. SPECIAL ACCOMMODATION**

ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN 7 DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 29 of 31
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INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

#### **29. INDEMNITY**

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

#### **30. SIGNATURE AUTHORITY**

ATTENTION: R.S. 39:1594(C)(4) REQUIRES EVIDENCE OF AUTHORITY TO SIGN AND SUBMIT BIDS TO THE STATE OF LOUISIANA. YOU MUST INDICATE WHICH OF THE FOLLOWING APPLY TO THE SIGNER OF THIS BID.

FOR THE PURPOSES OF LAGOV SUPPLIER PORTAL BIDDING, THE SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER IS REPRESENTED BY THE LAGOV SUPPLIER PORTAL USER LOG-IN ID. THE NAME OF AUTHORIZED SIGNATORY OF BIDDER IS REPRESENTED BY THE CONTACT PERSON ASSOCIATED WITH THE LAGOV SUPPLIER PORTAL USER LOG-IN ID.

#### **PLEASE CIRCLE ONE:**

1. THE SIGNER OF THIS BID IS EITHER A CORPORATE OFFICER WHO IS LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE OR A MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM AS REFLECTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE. A COPY OF THE ANNUAL REPORT OR PARTNERSHIP RECORD MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
2. THE SIGNER OF THE BID IS A REPRESENTATIVE OF THE BIDDER AUTHORIZED TO SUBMIT THIS BID AS EVIDENCED BY DOCUMENTS SUCH AS, CORPORATE RESOLUTION, CERTIFICATION AS TO CORPORATE PRINCIPAL, ETC. IF THIS APPLIES A COPY OF THE RESOLUTION, CERTIFICATION, OR OTHER SUPPORTIVE DOCUMENTS SHOULD BE ATTACHED HERETO.
3. THE BIDDER HAS FILED WITH THE SECRETARY OF STATE AN AFFIDAVIT OR RESOLUTION OR OTHER ACKNOWLEDGED/ AUTHENTIC DOCUMENT INDICATING THAT THE SIGNER IS AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. A COPY OF THE APPLICABLE DOCUMENT MUST BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.
4. THE SIGNER OF THE BID HAS BEEN DESIGNATED BY THE BIDDER AS AUTHORIZED TO SUBMIT BIDS ON THE BIDDER'S VENDOR REGISTRATION ON FILE WITH THIS OFFICE.

**31.** IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39: 2192, IN AWARDED CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

#### **32. FEDERAL CLAUSES, IF APPLICABLE**

##### **ANTI-KICKBACK CLAUSE**

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUBGRANTEE SHALL BE PROHIBITED FROM INDUCING, BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

##### **CLEAN AIR ACT**

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN AIR ACT WHICH PROHIBITS THE USE

UNDER NON-EXEMPT CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

**ENERGY POLICY AND CONSERVATION ACT**

THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163).

**CLEAN WATER ACT**

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

**ANTI-LOBBYING AND DEBARMENT ACT**

THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

**33. PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL**

IN ACCORDANCE WITH LA R.S. 39:1602.1, THE FOLLOWING APPLIES TO ANY BID WITH A VALUE OF \$100,000 OR MORE AND TO VENDORS WITH FIVE OR MORE EMPLOYEES:

BY SUBMITTING A RESPONSE TO THIS SOLICITATION, THE BIDDER OR PROPOSER CERTIFIES AND AGREES THAT THE FOLLOWING INFORMATION IS CORRECT: IN PREPARING ITS RESPONSE, THE BIDDER OR PROPOSER HAS CONSIDERED ALL PROPOSALS SUBMITTED FROM QUALIFIED, POTENTIAL SUBCONTRACTORS AND SUPPLIERS, AND HAS NOT, IN THE SOLICITATION, SELECTION, OR COMMERCIAL TREATMENT OF ANY SUBCONTRACTOR OR SUPPLIER, REFUSED TO TRANSACT OR TERMINATED BUSINESS ACTIVITIES, OR TAKEN OTHER ACTIONS INTENDED TO LIMIT COMMERCIAL RELATIONS, WITH A PERSON OR ENTITY THAT IS ENGAGING IN COMMERCIAL TRANSACTIONS IN ISRAEL OR ISRAEL-CONTROLLED TERRITORIES, WITH THE SPECIFIC INTENT TO ACCOMPLISH A BOYCOTT OR DIVESTMENT OF ISRAEL. THE BIDDER HAS ALSO NOT RETALIATED AGAINST ANY PERSON OR OTHER ENTITY FOR REPORTING SUCH REFUSAL, TERMINATION, OR COMERCIAALLY LIMITING ACTIONS. THE STATE RESERVES THE RIGHT TO REJECT THE RESPONSE OF THE BIDDER OR PROPOSER IF THIS CERTIFICATION IS SUBSEQUENTLY DETERMINED TO BE FALSE, AND TO TERMINATE ANY CONTRACT AWARDED BASED ON SUCH A FALSE RESPONSE.

**34. PROHIBITION OF COMPANIES THAT DISCRIMINATE AGAINST FIREARM AND AMMUNITION INDUSTRIES:**

IN ACCORDANCE WITH LA. R.S. 39:1602.2, THE FOLLOWING APPLIES TO ANY COMPETITIVE SEALED BIDS, COMPETITIVE SEALED PROPOSALS, OR CONTRACTS WITH A VALUE OF \$100,000 OR MORE INVOLVING A FOR-PROFIT COMPANY WITH AT LEAST FIFTY FULL-TIME EMPLOYEES:

UNLESS OTHERWISE EXEMPTED BY LAW, BY SUBMITTING A RESPONSE TO THIS SOLICITATION OR ENTERING INTO THIS CONTRACT, THE BIDDER, PROPOSER, OR CONTRACTOR CERTIFIES THE FOLLOWING:

1. THE COMPANY DOES NOT HAVE A PRACTICE, POLICY, GUIDANCE, OR DIRECTIVE THAT DISCRIMINATES AGAINST A FIREARM ENTITY OR FIREARM TRADE ASSOCIATION BASED SOLELY ON THE ENTITY'S OR ASSOCIATION'S STATUS AS A FIREARM ENTITY OR FIREARM TRADE ASSOCIATION;
2. THE COMPANY WILL NOT DISCRIMINATE AGAINST A FIREARM ENTITY OR FIREARM TRADE ASSOCIATION DURING THE TERM OF THE CONTRACT BASED SOLELY ON THE ENTITY'S OR ASSOCIATION'S STATUS AS A FIREARM ENTITY OR FIREARM TRADE ASSOCIATION.

THE STATE RESERVES THE RIGHT TO REJECT THE RESPONSE OF THE BIDDER, PROPOSER, OR CONTRACTOR IF THIS CERTIFICATION IS SUBSEQUENTLY DETERMINED TO BE FALSE, AND TO TERMINATE ANY CONTRACT AWARDED BASED ON SUCH A FALSE RESPONSE OR IF THE CERTIFICATION IS NO LONGER TRUE.

**35. CERTIFICATION OF NO FEDERAL SUSPENSION OR DEBARMENT**

BY SIGNING AND SUBMITTING ANY BID FOR \$25,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND

Invitation to bid: 3000025476 Open Date: 11/04/2025 T-Number:	Bidder:	Page 31 of 31
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BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS" (FORMERLY OMB CIRCULAR A-133).

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT [HTTPS://WWW.SAM.GOV](https://www.sam.gov).

**36. SECRETARY OF STATE REGISTRATION**

IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (SEE, LA R.S. 12:262.1) AND LIMITED LIABILITY COMPANIES (SEE, LA R.S. 12:1308.2) MUST BE REGISTERED AND IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A PURCHASE ORDER AND/OR CONTRACT OVER \$25,000.

**37. ALL BID AMOUNTS SHALL BE SUBMITTED IN UNITED STATES DOLLARS.**

**38. INDEPENDENT PRICE DETERMINATION**

BY SIGNING AND SUBMITTING A BID, THE BIDDER CERTIFIES THAT THE PRICE SUBMITTED WAS INDEPENDENTLY ARRIVED AT WITHOUT COLLUSION.

**39. E-VERIFY**

THE CONTRACTOR SHALL COMPLY WITH THE PROVISIONS OF LA R.S. 23:995 AND FEDERAL LAW PERTAINING TO E-VERIFY IN THE PERFORMANCE OF SERVICES UNDER THE CONTRACT.