

INVITATION TO BID



**Bid Number: 252606, Classroom Building Electrical**  
**Bids will be accepted until April 6, 2026 at 1:00 P.M.**  
**Bids Will Be Publicly Opened: April 6, 2026 at 2:00 P.M.**  
Bid Release Date: March 24, 2026

**INSTRUCTION TO BIDDERS**

**Bids will be accepted until APRIL 6, 2026 at 1:00 p.m. Bid must be submitted to: Baton Rouge Community College, 7515 Jefferson Highway #326, Baton Rouge, LA 70806.**

- **Baton Rouge Community College (BRCC) will open all timely submitted sealed bids at its office located at Magnolia Library, Dumas Room, 201 Community College Drive, Baton Rouge, LA 70806, on April 6, 2026 at 2:00 p.m., in response to this Invitation to Bid. At 2:00 p.m., all Bids will be publicly opened and read aloud.**
- To ensure consideration of your Bid, all Bid Packages and addenda shall be returned in an envelope or package clearly marked with the contractor’s license number, Bid title, Bid opening date and the Bid number. **Baton Rouge Community College, 7515 Jefferson Highway #326, Baton Rouge, LA 70806 on or before April 6, 2026 at 1:00 p.m. CST . DO NOT FAX OR EMAIL YOUR BID.**
- All bid prices and information shall be typed or written in ink. Any corrections, erasures, or other forms of alteration to prices should be initialed by the Bidder.
- Payment will be made within thirty (30) days after receipt of invoice, delivery, and authorized inspection and acceptance, whichever occurs last. Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695.
- Bids submitted are subject to provisions of the laws of the State of Louisiana including, but not limited to, La. Title 39: 1551-1736, Chapter 17; Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms conditions, and specifications listed in this solicitation.
- Bids shall be signed by a person authorized to bind the vendor in accordance with L.R.S. 39:1594. SEE No. 27.
- By signing this Invitation to Bid, 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.
- 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 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 at [www.sam.gov](http://www.sam.gov) .

\_\_\_\_\_  
Signature of Authorized Bidder:  
(Shall be signed and dated)

\_\_\_\_\_  
Company:  
(Typed or printed)

\_\_\_\_\_  
Name, (Typed or Printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Payment Terms: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_

## STANDARD TERMS AND CONDITIONS

- 1 Bid form.  
All written Bids shall be submitted on the Bid Forms provided and in accordance with the Bid package and, properly signed. Bids submitted in the following manner will not be accepted:
  - A. Bid Instructions and Bid Forms contain no signature indicating intent to be bound;
  - B. Bid filled out in pencil;
  - C. Bid not submitted on BRCC's standard Bid Package and Bid Form.
  - D. Telegraphic or facsimile bids.
  - E. Bids without contractor's license number.
- 2 Receipt of Bids.  
Bids shall be received at the address specified in this Invitation prior to Bid opening time in order to be considered. Entire Bid Packages shall be returned. Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to the physical location specified. BRCC is not responsible for any delays caused by the bidder's chosen means of bid delivery. BRCC is not responsible for late deliveries that make use of BRCC's interoffice mail service.
- 3 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 within 72 hours after Bid opening. Information pertaining to completed files may be secured by visiting the BRCC Purchasing Department during normal working hours. Unsuccessful bidders submitting a response to the solicitation will be provided a copy of the tabulated results by providing a self-addressed stamped envelope with the original bid package.
- 4 Withdrawal of Bids.  
A bidder may only withdraw a bid within forty-eight (48) hours after a bid opening, excluding Saturdays, Sundays and legal holidays, for good cause as for patently obvious, unintentional, and substantial mechanical, clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material or services made directly in the compilation of the bid.
- 5 Standards of Quality.  
Any product or services bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation.
- 6 New Products.  
Unless specifically called for in the Invitation, all products for purchase shall be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrated, 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 Invitation.
- 7 Prices & Delivery.  
Unless otherwise specified by BRCC in the Invitation, Bid prices shall be complete, including transportation prepaid by Bidder to destination and firm for acceptance for a minimum of 45 days. Prices are to be bid on unit of measure requested, per roll, per reel, per carton, per gallon, etc., as specified in the Invitation. If accepted, prices shall be firm for the contractual period.
- 8 Taxes.  
Vendor is responsible for including all applicable taxes in the Bid Price. BRCC is exempt from all state and local sales and use taxes.
- 9 Award.  
A purchase order or contract will be awarded to the Bidder who has provided a responsive and responsible Bid at the most favorable Bid Price as determined by the signed Bid Form. Bid to be awarded all or none for the base bid basis to the low bidder meeting the specifications. Alternates/options may or may not be awarded based on the best interest of BRCC. BRCC reserves the right to reject individual line items from the award.

BRCC reserves the right to award items separately, grouped, on an all-or-none basis, or any combination of base bid and to reject any or all Bids and waive any informalities. The purchase order or contract, faxed, mailed, or delivered to the successful bidder is the official authorization to render services.

Base bid is the sum stated in the bid for which the Bidder offers to perform the work described as the base.

Bidders are not required to bid on optional items. Prices for optional items are for administrative purposes only.

10 Invoices.

Invoices shall be submitted to, Baton Rouge Community College, Accounts Payable, 201 Community College Drive, Baton Rouge, Louisiana, 70806 on a monthly basis and within 30 days of service. The invoice shall refer to the delivery ticket number, delivery date, purchase order number, quantity, unit price, and deliver point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form. Payment will be made on the basis of the unit price as listed in the purchase order/contract. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities or services.

11 Purchase Order/Contract Cancellation for Cause.

BRCC has the right to cancel any contract, in accordance with its purchasing rules and regulations, for cause, including but not limited to, the following:

- (1) Failure to deliver within the time specified in the contract;
- (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition;
- (3) Misrepresentation by the contractor;
- (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BRCC;
- (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law;
- (6) Any other breach of contract.

12 Termination of the Purchase Order/Contract for Convenience.

BRCC may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or by negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

13 Termination for Non-Appropriation of Funds

The continuance of the 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.

14 Default of Contractor.

Failure to deliver within the time specified in the Bid will constitute a default and may cause cancellation of the contract. Where BRCC has determined the contractor to be in default, BRCC reserves the right to purchase any and all products or services covered by the contract on the open market and to charge the contractor with the cost in excess of the contract price. Until such assessed charges have been paid, no subsequent Bid from the defaulting contractor will be considered.

15 Order of Priority.

In the event there is a conflict between the Instructions to Bidder or Standard Terms and Conditions or Special Terms and Conditions, the Special Term and Conditions shall govern.

16 Applicable Law.

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

17 Terms and Conditions.

This solicitation contains all terms and conditions with respect to the commodities herein, any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected.

18 Equal Opportunity.

By submitting and signing the Bid, Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, religion, sex, age, national origin, handicap or disability. Bidders shall keep informed of and comply with all Federal, State and local laws, ordinances and regulations which affect his employees or prospective employees.

19 Non-Exclusivity Clause.  
This agreement is non-exclusive and shall not in any way preclude BRCC from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources including state contracts.

20 Scope of Work Inclusions.  
Contractor shall include all labor, material and equipment required to produce a completed service or installation which is acceptable to BRCC.

Contractor shall furnish all necessary permits, licenses and certifications as may be required for the performance of the required services.

Contractor is responsible and shall clean up and remove from any premises where the services are performed all debris resulting from his work and shall see that BRCC's premises and items furnished are left in good order, clean and properly installed.

21 Purpose.  
The purpose of this contract is to provide the specified services. The terms and conditions of this specification are incorporated into and an essential part of the services. The contractor shall perform all services in a safe manner, in a manner to conform to the highest standard of good trade practices, in accordance with applicable laws and regulations and in accordance with manufacturer's performance specifications.

22 Insurance and Indemnity.  
See Exhibit A

23 **Pre-Bid Inspections.**  
**MANDATORY PRE BID MEETING**

**LOCATION AND TIME:**

**TUESDAY, March 31, 2026 at 10:00am BRCC Mid City Campus Louisiana Building  
10:00 AM MID CITY, BATON ROUGE, LOUISIANA, 201 COMMUNITY COLLEGE DR**

Bids shall be accepted only from those bidders who attend the Mandatory Pre-Bid Meeting in its entirety.

24 Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the local conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid. If vendor finds conditions that disagree with the physical lay-out as described in this bid or other features of the specifications that appear to be in error, same shall be brought to the attention of the BRCC Purchasing Department personnel prior to bid opening.

25 BRCC Inspection.  
All work and services performed under this contract shall be subject to inspection by BRCC, its staff or a specialist designated by BRCC to ensure compliance with all terms and conditions of this contract at BRCC's expense.

In the event services are rejected as unsatisfactory or failing to comply with all terms and conditions of this contract, the successful Bidder shall redo the work at its sole cost and expense, or the contract may be cancelled at the option of BRCC.

26 **Bids shall be accepted only from contractors who are licensed under La. R.S. 37:2150-2163 for the classification(s)**

**Electrical**

**IN ACCORDANCE LA R.S. 37:2163 ANY INTERESTED PERSON MAY OBJECT TO THE CLASSIFICATION BY SENDING A CERTIFIED LETTER TO BOTH THE BOARD AND BATON ROUGE COMMUNITY COLLEGE. SAID OBJECTION**

**SHALL BE RECEIVED BY THE BOARD AND BATON ROUGE COMMUNITY COLLEGE AT LEAST TEN WORKING DAYS PRIOR TO THE DATE ON WHICH BIDS ARE TO BE OPENED. THE OBJECTION SHALL STATE WITH PARTICULARITY THE REASONS FOR THE OBJECTION.**

**IMPORTANT: In accordance with R.S. 37:2163A contractor's license number MUST appear on the bid opening envelope on all projects in the amount of \$50,000 or more (and 1\$ or more if hazardous materials are involved). For any bid submitted in the amount of \$50,000 or more, the contractor shall certify that he is licensed and show his license number on the bid.**

**FOR ANY BID SUBMITTED IN THE AMOUNT OF FIFTY-THOUSAND DOLLARS OR MORE, THE CONTRACTOR SHALL CERTIFY THAT HE IS LICENSED AND SHOW HIS LICENSE NUMBER ON THE BID ENVELOPE. FAILURE TO PROVIDE LICENSE NUMBER ON BID ENVELOPE MAY BE DEEMED NON-RESPONSIVE.**

27 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.

**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 SHOULD BE SUBMITTED TO THIS OFFICE BEFORE CONTRACT AWARD.

28 It is the Bidder's responsibility to check the LaPac website frequently for any possible addenda that may be issued. BRCC is not responsible for a Bidder's failure to download any addenda documents required to complete the Invitation to Bid.

29 Materials & Workmanship.  
It is the intent of these specifications to describe a complete system in satisfactory operating condition. The work will be completed in accordance with all local, state and federal codes, laws and regulations, whether called for in these specifications or not. All materials and apparatus required for the work will be new, of the quality specified, furnished, delivered, erected, connected and finished in every detail and will be so selected and arranged to fit properly in the building space. All work will be executed by competent workmen and in a thorough, substantial and workmanlike manner.

30 Experience Requirements  
Contractor's shall have a minimum of three (3) years of experience in all certifications required for this contract, and have a minimum of three (3) years of experience in maintaining commercial areas of comparable size. The bidder shall submit with their bid a list of three (3) references.

31 Bidder Inquiries.  
An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written inquiries relative thereto. Without exception, all inquiries MUST be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant bid section. All inquiries must be received by **12:00 p.m. on April 2, 2026**. Only those inquiries received by the established deadline shall be considered by BRCC. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this bid must be delivered via e-mail to:

Bland Washington  
Director of Purchasing  
201 Community College Drive  
Baton Rouge, LA 70806  
E-mail: [washingtonb@mybrcc.edu](mailto:washingtonb@mybrcc.edu)

An addendum will be issued and posted to the LAPAC website to address all viable inquiries received and any other changes or clarifications to the bid. No negotiations, decisions or actions shall be executed by any bidder as a result of any oral discussions with any BRCC employee or consultant. It is the bidder's responsibility to check the LAPAC website regularly for addenda that may be issued.

32 Successful Bidder delivers to:      Baton Rouge Community College  
  7515 Jefferson Hwy, #326  
  Baton Rouge, Louisiana 70806

BRCC Point of Contact: Bland Washington - [washingtonb@mybrcc.edu](mailto:washingtonb@mybrcc.edu)

## Special Terms and Conditions

1. The Contractor must adhere to the following strict timeline.
  - **Project Start Date:** April 9, 2026
  - **Project Completion Date:** June 1, 2026 – June 30, 2026
2. **SITE INVESTIGATION**  
It is requested by the College that prospective bidders visit each site to review existing conditions. A thorough understanding of the project per these specifications is imperative. Bids shall be accepted only from those bidders that attend the Mandatory Pre Bid Meeting in its entirety.
3. Bidder is responsible to inspect any site required for the services and have acquainted himself with all of the conditions under which the work will be performed. No additional compensation will be granted because of unusual difficulties which may be encountered in the execution of the work or services. Bidders are responsible to verify measurements and amount of supplies prior to submitting a bid.
4. **PROJECT MEETINGS**  
A pre-service conference shall be held between the successful bidder, and the College representative, in order to clarify and direct College policy and specific items of concern as pertaining to the contract.
5. Progress meetings shall be scheduled at the discretion of the College Representative to discuss progress of the contract work.
6. **SUPERVISION**  
The Contractor shall provide consistent, capable supervision at ALL TIMES when services are being performed. A site manager shall be available when services are being performed.
7. **QUALITY ASSURANCE**  
The Contractor shall use materials of quality acceptable to the College Representative that meets all applicable regulations and specifications of this contract. The Contractor shall remove and replace all material delivered to any site on the campus which, in the opinion of the College, does not meet specifications and quality.

The College expects quality workmanship and only those who are qualified to perform the tasks in their respective trades are acceptable. The term qualified is understood to mean "Journeymen" skilled in their respective trades. The Contractor shall correct, at no additional expense to the College, any work performed which is deemed unacceptable, or not according to code, or the technical specifications. Correction or incomplete work shall be rectified within twenty-four (24) hours of notification.

Contractor's shall have a minimum of three (3) years of experience in all certifications required for this contract, and have a minimum of three (3) years of experience in maintaining areas of comparable size. The bidder shall submit with their bid a list of references on the sheet provided.

- 8        **TRAFFIC CONTROL**  
When parking on campus, it shall be the responsibility of the contractor to insure that no sidewalks or access ways are blocked at any time. If temporary blocking is required, the contractor shall assume the responsibility for the safe transit of all disabled persons.
- 9        **PROTECTION**  
The Contractor shall protect automobiles, adjacent buildings, and building elements from damage during the time services are being performed. This includes, but shall not be limited to, windows, the protecting of trees, shrubs, vegetation, lawn areas, water features, etc. The contractor shall restore any damage to the original condition without any additional cost to the College.
- 10       **SAFETY**  
The Contractor shall, at all times, provide adequate protection to safeguard the buildings, grounds, walkways, roadways, and all personnel and property on the premises from damage or injury. Any special instructions to the contractor from the College to ensure such protection shall be immediately complied with in each and every instance. The Contractor shall be responsible for any damage or injury to persons or property that may occur in the execution of the services under this contract.  
  
The Contractor, if required, shall provide signs, continuous barricades, etc., to identify the work site and restrict entry to any areas being services.
- 11       **STORAGE OF EQUIPMENT**  
The Contractor shall be responsible to store all equipment and/or supplies used to satisfy the requirements of this contract. Baton Rouge Community College will not assume any responsibility for items that are lost, stolen, damaged, or vandalized while on campus.
- 12       **WORK CONDITIONS**  
The Contractor shall be responsible for promptly notifying the College if any conditions exist beyond the Contractor's control that are encountered which would adversely affect overall grounds maintenance and other landscape services.
- 13       **WORK ACTIVITY**  
The College reserves the right to adjust work activity and areas noted within the contract.
- 14       **CONTRACT PERFORMANCE**  
Satisfactory Level - The determination of acceptable work shall be based on performance in accordance with the specifications and the satisfactory appearance of the campus at the judgment of the College representative. Performance shall be evaluated and corrections shall be made if required.  
  
The on-site supervisor specified by the Contractor shall be fully familiar with the scope of work and systematically inspect and review on a continuous basis the various work activities.
- 15       **INDEPENDENT CONTRACTOR**  
The Contractor shall perform this work in the capacity of an independent contractor. Any and all subcontractors shall not be allowed to perform or complete work in this contract.
- 16       **ACCESS TO FACILITY**  
The Department of Facility Services for the College shall have the right to require the Contractor to remove from the premises such employees deemed incompetent, careless, or otherwise unsatisfactory for the performance of work.  
  
Use of foul language by any employee of the Contractor, and sexual harassment of faculty, staff, students and visitors by any employee of the Contractor, shall not be tolerated. Any report received by the College of the aforementioned activities shall result in the request to remove that employee from service to the campus immediately. Any employee requested to be removed from service to our campus shall not be allowed to return under any circumstances.
- 17       **PARKING**  
All vehicles shall be clearly identified as belonging to the Contractor. All vehicles must be registered with the College's Public Safety Department.
- 18       **PERMITS, LICENSES, CERTIFICATIONS**  
The Contractor shall have all required licenses and certifications required to perform the services identified in the scope of work. Proof of license and certification must be submitted within 5 days of request. Licenses and certifications shall include,

but not be limited to the following:

- 1) Louisiana State Contractor's License; with a specialty classification in **Electrical**

Personnel performing the services and inspections must be licensed, as required by the State of Louisiana.

For contracts of \$10,000 or greater, Bidder certifies that all licensing requirements are met for this State and is duly and currently licensed under LA R.S. 37:2150.1 of the state of Louisiana. This rule also applies to any subcontractors.

For contracts of \$50,000 or greater, the Bidder certifies that he meets all licensing requirements of this State and is duly and currently licensed under LA R.S. 37:2151-2163 of the state of Louisiana. The name of the Bidder shown herein shall correspond with the official name on the license. **The bidder MUST write their Louisiana Contractor's License Number on the outside of the envelope the bid is submitted in.** Failure to do so shall result in bid not being opened, read, or considered.

19 SITE MAPS

A map of each campus can be found at the following link: <http://www.mybrcc.edu/map/index.php> . Vendor must inspect jobsites to verify measurements and/or amount of supplies needed prior to bidding. If vendor finds conditions that disagree with the physical layout as described in the solicitation, or other features of the specifications that appear to be in error, same shall be brought to the attention of BRCC Purchasing Department no later than 7 days prior to the bid opening.

20 NORMAL SITE OPERATIONS

Normal operation for Facility Services is 7:30 AM through 4:30 PM.

21 EQUIPMENT MAINTENANCE

The Contractor is fully responsible for ensuring that all equipment owned by their firm is in proper working condition to perform the required work. All safety guards shall be in good condition and in place during use of equipment.

22 ACCOUNTABILITY

The Contractor shall be fully accountable for the chemicals used and the manner in which they are used for work under this contract. The Contractor shall complete the necessary documents to track the amount of supplies used and make the data available to the College Representative. The Contractor shall ensure that their work and methods do not cause environmental impact to the property and meet all City, State, and Federal Regulations governing questions associated with this contract. The Contractor shall provide a list of chemicals along with MSDS to be used on campus and have this list approved by the College Representative. No chemicals may be brought on campus without prior approval by the College Representative. The Contractor shall meet all the requirements of the State of Louisiana.

23 REPORTING OF SPILLS

All spills or waste, chemicals, or hazardous materials must be immediately reported to the College Representative.

24 DISPOSAL OF SUPPLIES/CHEMICALS

The disposal of all commodity supplies and chemicals shall conform to all Local, State, and Federal Rules and Regulations and shall be solely the responsibility of the Contractor. The Contractor shall be responsible for picking up empty packaging from commodity supplies used for the services under this contract and dispose of items in an environmentally safe manner.

25 UNIFORMS

All contract personnel shall be required to wear uniforms with company patches or other identifying clothing which has to clearly identify the personnel as being an employee of the Contractor. T-shirts with company logo are acceptable.

Bid to be awarded all or none basis for the base bid to the low bidder meeting the specifications.

## **Scope of Work: Interior Electrical & Lighting Retrofit (BRCC Louisiana)**

### **1. Project Overview & Timeline**

The Contractor shall provide all labor and materials to install new LED lighting systems and update all wall devices (switches, outlets, data plates).

- **Target Start Date:** April 9, 2026 (Dependent on Painting Phase 1 completion).
- **Target Completion Date:** June 30, 2026.

### **2. Mandatory Phasing & Integration**

- **"Chase" Sequence:** This Contractor shall work directly behind the Painting Vendor. No work may begin on a floor until the Painter has received a signed "Phase Completion" form for that specific floor.
- **Top-Down Direction:** 3rd Floor → 2nd Floor → 1st Floor.
- **Inclusivity:** This electrical scope applies to **all areas** of the building, including those excluded from the painting insurance claim.

### **3. Technical Specifications**

#### **A. Lighting Systems**

- **Suspended LED:** Install College-furnished fixtures. Must be hung level and at uniform heights using aircraft cable/stems.
- **Flat Panel LED:** Install College-furnished panels into the newly painted ceiling grid.
- **Fire Stairwells:** Replace all stairwell fixtures. Emergency battery backups must be tested and certified.

#### **B. Device Re-Facing (The "White/Gray" Update)**

- **Outlets & Switches:** Replace all existing "biscuit" devices with new White or Gray (as specified) commercial-grade devices.
- **Data Ports:** Replace all Ethernet escutcheons (faceplates).
  - *Requirement:* Contractor must verify connectivity after plate replacement. Any damage to the low-voltage jacks during plate swap is the Contractor's responsibility to repair.

### C. Circuit Mapping & Panel Labeling

- **Verification:** During device replacement, the Contractor shall verify the circuit for every outlet and switch.
- **Labeling:** Contractor shall provide new, typed (not handwritten) panel schedules for every electrical closet in the building.
- **Standard:** Labels must match the updated room numbers and descriptions.

### 4. Material Responsibilities

<b>Material Item</b>	<b>Provided By</b>	<b>Notes</b>
<b>LED Fixtures (All Types)</b>	<b>BRCC</b>	Stored on-site.
<b>Switches &amp; Outlets</b>	<b>Contractor</b>	Must be Commercial Grade (Spec Grade).
<b>Wall Plates (Power &amp; Data)</b>	<b>Contractor</b>	White/Gray as specified.
<b>Labeling Materials</b>	<b>Contractor</b>	Typed, adhesive-backed labels.

## 5. Bid Form

Item #	Description	Total Bid
1.0	<b>3rd Floor:</b> Lighting, Re-facing, and Mapping	\$
2.0	<b>2nd Floor:</b> Lighting, Re-facing, and Mapping	\$
3.0	<b>1st Floor:</b> Lighting, Re-facing, and Mapping	\$
4.0	<b>Stairwells:</b> Full Fixture Replacement	\$
5.0	<b>Panel Labeling:</b> Comprehensive Building-Wide Update	\$
6.0	<b>221 &amp; 222:</b> Lighting, Re-facing, and Mapping	\$
<b>TOTAL</b>	<b>BASE ELECTRICAL BID</b>	\$

## 6. Final Execution Rules

- **Clean Installation:** Due to the fresh paint, the Contractor must wear clean gloves during the installation of wall plates and fixtures. Any smudges or scuffs must be cleaned; if the paint is damaged, the Contractor will be back-charged for the painter's repair time.
- **No Building Cleaning:** No buckets, tools, or parts-washing is allowed in building sinks or drains.
- **Old Material Disposal:** Contractor is responsible for the legal disposal of all old fixtures, bulbs, and switches.

## **ATTACHMENT B**

### **INSURANCE REQUIREMENTS FOR CONTRACTORS**

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

#### **A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

1. **Workers Compensation**

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

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

#### **B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

#### **C. OTHER INSURANCE PROVISIONS**

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

1. General Liability and Automobile Liability Coverages

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

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

### 3. All Coverages

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

### **D. ACCEPTABILITY OF INSURERS**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

### **E. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

### **F. SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

### **G. WORKERS COMPENSATION INDEMNITY**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and

employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

**H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.