

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

Invitation to Bid

Bid Name:
40006-066 - Lineworker & Energy Programs Supplies FY 26-27

Bid Due By & To Be Opened On:
Friday, May 1, 2025 at 2:00PM CST

Contact Person:
Wendy Boesch
Senior Buyer
(504) 762-3031

NAME OF COMPANY

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER / FAX NUMBER / EMAIL

SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

TITLE PAGE

GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Wendy Boesch, Senior Buyer-Purchasing Department at the following address:

Delgado Community College
O'Keefe Administration Building,
Purchasing Department
ATTN: Wendy Boesch, Sr. Buyer
501 City Park Avenue, Building 37
New Orleans, La 70119

**Questions ONLY may be emailed to: wboesc@dcc.edu or purchasingdept@dcc.edu

Any additional information resulting from such inquiries shall be distributed to all bidders via addenda. The College will not be responsible for any other explanation of the documents.

2. **All sealed bids submitted must be RECEIVED in the PURCHASING DEPARTMENT by the date and time stated on the title page and stamped in prior to bid opening.** Please NOTE that express mail or USPS carriers do NOT deliver directly to 501 City Park Avenue. The Bidder /proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue. Delgado Community College shall not be responsible for bids delivered to another part of campus/site, even if a tracking system shows delivery. If in person, bids are to be delivered directly to the Purchasing Department. Do not leave on counter unattended.
3. Sealed bids may be submitted by mail or in person directly to the Purchasing Department as listed above. **(All bids must be IDENTIFIABLE PRIOR to any envelope/package opening). The BID NAME and NUMBER must be on the OUTSIDE of the packaging, including any express mail/shipping packaging or Bid will not be opened.**

Emailed or faxed bids are NOT accepted.

Bids not physically received and identifiable in the Purchasing Department by the bid due date & time will not be opened, evaluated, calculated or considered.

4. Each Bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.
5. Each Bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.
6. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.
7. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.
8. Proposer or Bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)

END OF GENERAL INFORMATION SECTION

SCOPE and SPECIFICATIONS
40006-066 - Lineworker & Energy Programs Supplies FY 26-27

SCOPE and SPECIFICATIONS:

This open solicitation is for a Contract Bid for the provision and delivery of New Electrical Lineworker & Energy Program Supplies for students/classes as listed below. The successful bidder shall furnish the ordered supplies per the specifications below, upon request to Delgado Community College's River City Site at 709 Churchill Pkwy, Avondale, LA 70094. Additional materials or locations, etc. may be added to the contract see page 13.

By submitting your Bid, Vendor agrees to abide by all requirements, terms and conditions without exception. Vendor added terms and/or conditions may not supersede anything outlined herein or that are in conflict with the Louisiana Administrative Code or Procurement Laws and will render your Bid as non-responsive causing disqualification.

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

1. **CONTRACT TERM FOR SERVICES:** This contract will be for Delgado Community College's fiscal year that begins on July 1, 2026 and end on June 30, 2027. Orders shall be on an as needed basis (no minimum purchase guarantee) and shall not be requested until award of contract process is complete.
2. It is the intent to award to a single Bidder. The College reserves the right to award the items on an all-or-none, grouped, or separate basis. The College decision is final.
3. Bidder is responsible for all warranties as it relates to the product bid.
4. Bidders are to carefully consider all requirements and circumstances prior to pricing and submitting a Bid. By submitting a Bid, bidder agrees that they can supply items on an as needed basis, within the time frame required and that they agree to abide by all terms and conditions of the Bid. Non-compliance with terms and conditions may result in a termination of the contract.
5. **QUANTITIES/ORDERS:**
 - a. Items must be new and the quantities listed in the bid are estimated to be the amounts needed but are not a guarantee of purchase. The actual items/quantities ordered shall be ordered on an as needed basis throughout our fiscal year and at the rate/price listed. Items and/or quantities may be lesser or greater than stated in this bid document. This contract does not contain a minimum purchase guarantee. In the event a greater quantity is needed, the right is reserved by the College to increase the quantities or locations, etc. at the unit price stated in the bid.
 - b. Orders may be placed at any time during the course of the contract in varying quantities. The college shall place orders for the necessary quantities/items as early as possible to assure quick delivery for our class schedules. Items should be readily available to be shipped/delivered timely. It shall be the bidder's responsibility to store the items at no cost to the College until such time as various quantities are ordered. Orders are placed depending on class schedules/students and the need of each item throughout the fiscal year.

6. **DELIVERIES:**

- a. Delivery expectations are within six (6) weeks of order placement, if not sooner. Advise your ETA on the Bid Form below. Delivery/completion is of the essence and the College reserves the right to award to the Bidder(s) providing the earliest delivery/completion date.
- b. All deliveries must include inside delivery, if required, and not left curbside. Any additional cost associated with inside delivery must be included in the unit price bid. Bidder is solely responsible for offloading of all materials and may need to provide their own equipment (forklift, pallet jacks, etc. as needed for the order). River City contact is Joan Wade, 504-762-3093, jwade@dcc.edu and may require scheduling in advance.
- c. Bidder is to schedule deliveries which will interfere with normal campus traffic. When deliveries are made from the street curb, provide sufficient properly attired and equipped flagmen to safely control and maintain the flow of traffic. It is the policy of Delgado Community College to provide full access to all disabled individuals in all areas possible. Bidders are aware of this policy and deliveries should ensure no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Bidder, shall assume the responsibility for the safe transit of all disabled persons.

7. **PRICING: Must be listed on the Bid Form below:**

- a. Bidder is to include all costs per line items, including but not limited to: material/item cost, discounts, rebates, warranty cost, shipping, delivery, installation, labor, equipment and tools or any other charges necessary for completion of this bid/job. No separate shipping, additional charges or other costs after the fact are allowed. Price must be firm and not subject to change. Additional costs disclosed later will be at the expense of the Bidder. There shall be no surcharge whatsoever.
- b. The quantities listed in the bid are estimated to be the amounts needed but are not a guarantee of purchase. The actual items/quantities ordered shall be ordered on an as needed basis and at the rate/price listed throughout the fiscal year.
- c. All line items shall be bid or if zero dollars notate an explanation: i.e. "Not able to supply" or "included in a different line item number", etc. This bid may be awarded on an all-or-none basis.
- d. Bids submitted in any other manner will not be accepted. Quotes prepared on the Bidder's own form are not an allowable substitute for completing the bid on the required Bid Form below.
- e. All Invoices must be itemized per the pricing set forth in the bid. Lump sum invoices will not be processed. Itemized invoices shall be submitted within a month after items are delivered and must include the Purchase Order Number assigned by the Purchasing Dept for that fiscal year.

8. **SPECIFICATIONS or approved equivalent:**

Lines 1-6: Adjustable climbing belt - Buckingham Item # 20192CM - Sizes X-Small through 2XLarge, price per each line listed.



Line 12: Super Squeeze with woven inner strap for distribution – Buckingham Item # 488DWMS



Line 7: Aluminum Climbers (Not Polished) - Buckingham Item # A94089A-MS



Line 13: Magnetic Gaff Guard – Buckingham Item # 6909M2



Line 8: Pads for Aluminum Climbers/Ankle Protectors - Buckingham Item # 35021C



Line 14: Safety Eyewear-Crossfire 24Seven Performance safety eyewear, crystal black frame, blue mirror lens - #RAD-3748 or MFR # 3748



Line 9: Pouch – 5 Pocket Tool Holster - Buckingham Item # 42266-BL



Lines 15-19: Firm Grip – Suede Leather Palm gloves - Item #65023-72– Sizes Small through - XX-Large (Dozen), price per each line listed.



Line 10: Bolt Bag – Buckingham Item # 45911M29



Line 20: Klein Lineman's Double-Faced Hammer, Wood Handle, Round Shape - Item # 809-36



Line 11: Backpack - Buckingham Item # 4470B3



Line 21: Klein Lineman's Klein Lineman's Pliers – 9in New England Nose Pliers Item # D213-9NE



Line 22: Klein Journeyman High Leverage Cable Cutter. Fiberglass Handle, Shear for 24 AWG Max Dia Data Cable - Item # J63050



Line 23: Klein 6-in-1 Lineman's Ratcheting Wrench – Black Oxide - Item # KT155T



Line 24: Klein Screwdriver - Item # 602-8



Line 25: Klein 10" Adjustable Wrench Extra Capacity -Item # D507-10



Line 26: 3/8" Slotted 8" Cushion Grip Handle Demolition Screwdriver (USA), Precise Fit to reduce stripping, Laser Etched Anti-Slip Tip, High Strength Boron-Infused Steel Item # MT210



Line 27-28: Slingco 2K Strap Hoist Lineman's Pulling Hoist - Item # ZLH14321 and # ZLH1444, price per each line listed.



Line 29: Hastings 6" Strap Hoist Isolating Link - Item # 3413



Line 30: Global Industrial Hi-Visibility Safety Vest, 1" Reflective Strips, Mesh, Lime, One size with elastic side strips, Class NON-ANSI. With Hook & Loop closure, lightweight Polyester Mesh, Lime Green, Unisex – Item # WB641643L



Line 31: Condor Hard Hat, Type 1, Class E, Ratchet 4-point, side slots, White - Item # 52LC92



END OF SCOPE AND SPECIFICATION SECTION

BID FORM

40006-066 - Lineworker & Energy Programs Supplies FY 26-27

- a. All items are listed below and if discounting based on quantities that may be ordered throughout the year per the Unit of Measure are also listed on the Bid Form. This is NOT a guarantee of any purchases just an approximate of what may be purchased throughout the FY. Purchases will be on an as needed basis.
- b. All shipping/handling and any other charges necessary for the completion of the bid must be included in the line item pricing. Shipping cost should NOT be listed separately, must be included in the line pricing. Additional costs disclosed later will be at the expense of the Bidder.
- c. The Bid Form Price will be for **1 of each of the items listed below based on the Unit of Measure as listed** and must not change throughout the fiscal year.
- d. The College reserves the right to include necessary quantities as needed without change in price on the Purchase Order(s) during the course of the agreement.
- e. When the department is ordering for classes throughout the fiscal year, the Purchase Order(s) will include the actual quantities of each item and specific size(s) needed per the UOM and will be at this stated Vendor's price below which also includes shipping and all costs per line.
- f. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item.
- g. If bidding a substitute item, it is the sole responsibility of the Bidder to prove equivalency. Bidder **must submit with the bid** all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so will eliminate your bid from consideration. The decision of the College as to equivalency shall be final.
- h. Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local. Delgado Community College is tax exempt.
- i. Delivery expectations are within six (6) weeks of order placement, if not sooner. Advise your ETA for the items to be delivered after order placement on the Bid Form below

No.	Qty	UOM	Item Description or approved equivalent	If discounting based on quantities, the Estimated Quantities that may be ordered throughout the year per UOM are listed below (No guarantees)	Vendor's Item/Brand/Model number bid.	YOUR Inclusive Unit Price for 1 item per UOM including shipping.
1)	1	EA	Size X-Small (Approximate Size 17-20) Adjustable climbing belt - Buckingham Item # Q20192CM-1S	Estimated Quantities that may be ordered throughout the year = about 5 each (No guarantees)		\$ -
2)	1	EA	Size Small (Approximate Size 21-23) Adjustable climbing belt - Buckingham Item # 20192CM-S	Estimated Quantities that may be ordered throughout the year = about 10 each (No guarantees)		\$ -
3)	1	EA	Size Medium (Approximate Size 24-26) Adjustable climbing belt - Buckingham Item # 20192CM-M	Estimated Quantities that may be ordered throughout the year = about 10 each (No guarantees)		\$ -
4)	1	EA	Size Large (Approximate Size 27-29) Adjustable climbing belt - Buckingham Item # 20192CM-L	Estimated Quantities that may be ordered throughout the year = about 10 each (No guarantees)		\$ -
5)	1	EA	Size X-Large (Approximate Size 30-33) Adjustable climbing belt - Buckingham Item # 20192CM-X	Estimated Quantities that may be ordered throughout the year = about 10 each (No guarantees)		\$ -
6)	1	EA	Size 2X-Lg (Approximate Size 34-36) Adjustable climbing belt - Buckingham Item # Q20192CM-2X	Estimated Quantities that may be ordered throughout the year = about 5 each (No guarantees)		\$ -
7)	1	EA	Aluminum Climbers (Not Polished) - Buckingham Item # A94089A-MS	Estimated Quantities that may be ordered throughout the year = about 50 each (No guarantees)		\$ -
8)	1	EA	Pads for Aluminum Climbers/Ankle Protectors - Buckingham Item # 35021C	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)		\$ -
9)	1	EA	Pouch – 5 Pocket Tool Holster - Buckingham Item # 42266-BL	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)		\$ -
10)	1	EA	Bolt Bag - Buckingham Item # 45911M2	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)		\$ -
11)	1	EA	Backpack - Buckingham Item # 4470B3	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)		\$ -

12)	1	EA	Super Squeeze with woven inner strap for distribution - Buckingham Item # 488DWMS	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)	\$	-
13)	1	EA	Magnetic Gaff Guard - Buckingham Item # 6909M2	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)	\$	-
14)	1	EA	Safety Eyewear - Crossfire 24Seven Performance safety eyewear, crystal black frame, blue mirror lens - # RAD-3748 or MFR# 3748	Estimated Quantities that may be ordered throughout the year = about 50 each (No guarantees)	\$	-
15)	1	DOZ	Size SMALL - Firm Grip – Suede Leather Palm gloves (Dozen) - Item # 65023-72	Estimated Quantities that may be ordered throughout the year = about 3 dozen (No guarantees)	\$	-
16)	1	DOZ	Size MEDIUM - Firm Grip – Suede Leather Palm gloves (Dozen) - Item # 65023-72	Estimated Quantities that may be ordered throughout the year = about 3 dozen (No guarantees)	\$	-
17)	1	DOZ	Size LARGE - Firm Grip – Suede Leather Palm gloves (Dozen) - Item # 65023-72	Estimated Quantities that may be ordered throughout the year = about 3 dozen (No guarantees)	\$	-
18)	1	DOZ	Size X-LARGE - Firm Grip – Suede Leather Palm gloves (Dozen) - Item # 65023-72	Estimated Quantities that may be ordered throughout the year = about 3 dozen (No guarantees)	\$	-
19)	1	DOZ	Size XX-LARGE - Firm Grip – Suede Leather Palm gloves (Dozen) - Item # 65023-72	Estimated Quantities that may be ordered throughout the year = about 3 dozen (No guarantees)	\$	-
20)	1	EA	Klein Lineman's Double-Faced Hammer - Item # 809-36	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
21)	1	EA	Klein Lineman's Pliers - 9in New England Nose Pliers - Item # D213-9NE	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
22)	1	EA	Klein Journeyman High Leverage Cable Cutter - Item # J63050	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
23)	1	EA	Klein 6-in-1 Lineman's Ratcheting Wrench - Item # KT155T	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
24)	1	EA	Klein Screwdriver - Item # 602-8	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
25)	1	EA	Klein 10" Adjustable Wrench Extra Capacity - Item # D507-10	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-
26)	1	EA	3/8" Slotted 8" cushion Grip Demolition Screwdriver (USA) - Item # MT210	Estimated Quantities that may be ordered throughout the year = about 15 each (No guarantees)	\$	-

27)	1	EA	Slingco 2K Strap Hoist Lineman's Pulling Hoist Item # ZLH14321	Estimated Quantities that may be ordered throughout the year = about 4 each (No guarantees)		\$ -
28)	1	EA	Slingco 2K Strap Hoist Lineman's Pulling Hoist - Item # ZLH14447	Estimated Quantities that may be ordered throughout the year = about 4 each (No guarantees)		\$ -
29)	1	EA	Hastings 6" Strap Hoist Isolating - Item # 3413	Estimated Quantities that may be ordered throughout the year = about 4 each (No guarantees)		\$ -
30)	1	EA	Global Industrial Hi-Visibility Safety Vest, 1" Reflective Strips, Hook and Loop closure, Mesh, Lime Green, One size Class NON ANSI - Item # WB641643L	Estimated Quantities that may be ordered throughout the year = about 20 each (No guarantees)		\$ -
31)	1	EA	Condor Hard Hat, Type 1, Class E, White - Item # 52LC92	Estimated Quantities that may be ordered throughout the year = about 30 each (No guarantees)		\$ -
			TOTAL BID			\$ -

Delivery expectation is within six (6) weeks after order placement.
State your Estimated Time of Arrival (ETA): _____ weeks.

Acknowledgement of Addendum (*if applicable*) is mandatory. Bidder shall acknowledge here or complete and submit the actual addendum form prior to bid opening.

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

Bidder declares and represents that the company representative; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents, d) if applicable, for installation/services, etc., has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, supervision, etc. to perform, in a workmanlike manner, all items and services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Office and Facility Services.

By signing and submitting a bid, the Bidder has read, understands, and acknowledges this Bid Document in its entirety and any and all addenda (*if applicable*) and therefore, certifies compliance with all bid requirements and has bid in accordance therewith.

Date _____ Signature _____

END OF BID FORM

INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS FOR BIDDERS

QUESTIONS, INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING AND ADDENDA:

Any questions arising from this Bid must be addressed in writing to the individual indicated on Page 2 and will be answered via an Addendum. All questions must be submitted no later than **Tuesday, April 21, 2026 by 12:00PM CST**. A final 48-hour period after the issuance of Addendum will be granted for questions which are directly related only to the answers provided in the Addendum.

Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes. The Bidder must acknowledge all issued Addenda by signing and submitting the Addenda with their Bid. Failure to acknowledge & submit all Addenda will render the bid informal and will cause its rejection.

Bid Documents and Addenda may be downloaded from
<https://wwwcfprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=39>

SUBSTITUTIONS, EQUIVALENTS, ALTERNATE BID:

Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality of the specifications listed for any item. Bidder must state the brand/model he or she is bidding on each item.

It is the sole responsibility of the Bidder to prove equivalency. Bidder **must submit with the bid** all illustrations, descriptive literature, and specifications necessary to determine equivalency. Failure to do so will eliminate your bid from consideration. The decision of the College as to equivalency shall be final.

If a Bidder wishes to submit **an alternate bid** in addition to the brand/model requested, he or she may submit one (1) alternate bid. The alternate bid must be a separate submission, must be clearly marked as an alternate, and must include all applicable forms (i.e., jobsite visit). In addition, a separate, signed title sheet/addenda must be submitted with the alternate.

CONTRACT TERM & ANNUAL AGREEMENT:

This contract will begin on July 1, 2026 and end on June 30, 2027. If mutually agreeable, contract may be renewed for up to two (2) consecutive twelve (12) month periods at the same prices, specifications, requirements, terms, conditions, etc. of this Bid. Contract extensions may not exceed thirty-six (36) months total.

Escalation Clause for Materials/Supplies; Prices set forth in the bid/contract shall remain effective for the duration of the initial contract period. Prior to any renewal term acceptance, the Bidder may request a price increase for the upcoming renewal term based on documented increase. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) for the prior 12 months). The College reserves the right to approve or disapprove the price increase for the next FY.

The Form of Agreement between the College and Bidder/Contractor for the work set forth herein will be the issuance of a purchase order/number.

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

This contract does not contain a minimum purchase guarantee. Orders may be placed on an "as needed" basis and may be placed at any time during the course of the contract.

QUALIFICATIONS OF BIDDERS:

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

Delgado Community College reserves the right to make any inquiries and investigations it deems necessary to determine the capability and responsibility of any Bidder to supply items or perform the work listed. The Bidder shall furnish all information and data requested by the College for this purpose. Failure of any Bidder to promptly provide information in connection with any inquiry may be grounds for rejection of their bid without further consideration.

REFERENCES:

The College reserves the right to request References which shall be from companies that the Bidder has provided similar items/services as stated in this bid within the last five (5) years in Louisiana.

Failure to submit this form within the timeline specified on that request will result in disqualification of your bid.

BID SUBMITTAL:

All sealed bids submitted must be RECEIVED in the PURCHASING DEPARTMENT by the date and time stated on the title page and stamped in prior to bid opening. Please NOTE that express mail or USPS carriers do NOT deliver directly to 501 City Park Avenue. The Bidder /proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to 501 City Park Avenue. Delgado Community College shall not be responsible for bids delivered to another part of campus/site, even if a tracking system shows delivery. If in person, bids are to be delivered directly to the Purchasing Department. Do not leave on counter unattended.

Bids must be sealed and delivered by mail or in person directly to the Purchasing Department as listed on Page 2 #1. (All bids must be identifiable PRIOR to any envelope/package opening). The bid name and number must be on the OUTSIDE of the packaging including any express mail/shipping package or bids will not be opened.

Faxed or emailed Bids are NOT accepted.

Bids not physically received and identifiable in the Purchasing Department by the bid due date & time will not be opened, evaluated, calculated or considered.

Bids must be submitted on the forms furnished for this purpose and must be filled out in ink or typewritten and signed in ink. Do not erase, correct, or write over any prices or figures necessary for this proposal. If any corrections are necessary, each must be initialed by Bidder. Failure to comply with all requirements set forth in this bid will cause your bid to be disqualified.

Effective August 15, 1997, in accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

- a) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- b) An individual authorized to bind the Bidder as reflected by an accompanying corporate resolution, certificate, or affidavit.

The Bidder agrees that his/her bid is in accordance with the Scope and Specifications listed and is based solely upon the materials, requirements, etc. described in this Bid Document as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bid Documents and addenda.

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

PRICING:

Pricing as quoted in this Bid will be firm and not be subject to change. Bidder is to include but not limited to: item cost, discounts, rebates, warranty costs, shipping, handling, materials, installation, labor or any other charges necessary for completion of this bid and must be included in the cost per line item. Charges or items not listed but necessary for completion shall be furnished as part of the prices bid. Additional costs disclosed later will be at the expense of the Bidder.

This contract does not contain a minimum purchase guarantee.

Effective September 1, 1991, in accordance with Act 1029 of the 1991 Regular Legislative Session, Delgado Community College will not be responsible for any sales tax, either state or local.

PAYMENT TERMS:

Bidder must accept purchase orders and shall be paid on a Net 30 basis. There will be no pre-payment of any merchandise.

All invoices should be submitted to the College's Accounts Payable Department and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing Office.

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

MATERIAL/SUPPLY ORDERS, if applicable:

Awarded Bidder shall receive orders for supplies and/or services via a faxed or emailed purchase order/number. All orders must be shipped per the requirements of this Bid. All shipping/handling and any other charges necessary for the completion of the bid must be included in the line item pricing. Additional costs disclosed later will be at the expense of the Bidder.

Contact person for the order shall be listed on the purchase order and supplies are to be delivered to the location and person indicated on the Purchase Order. All orders shipped must list the name of the recipient and purchase order number on the shipping label.

Successful Bidder will be responsible for shipping the materials to the Campus location designated by the College. Materials are to be off-loaded by the shipper and include inside delivery to each campus' receiving area if required. Packages must not be left curbside. All areas must be kept free of hazards during delivery. Any cost associated with delivery must be included in the unit price bid.

If any supplies are received damaged, Bidder will issue a return merchandise authorization for the damaged items and immediately replace it in accordance with the contract timeframe. The cost to send back any damaged merchandise is at the expense of the Bidder.

NON-EXCLUSIVITY CLAUSE:

This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other Bidders or from acquiring similar, equal and/or like goods and/or services from other entities or sources.

BIDDERS and SUBCONTRACTORS:

The Bidder servicing this contract shall be noted as the prime Bidder of record with all transactions taking place between the College and the successful Bidder/Contractor. Any supply subcontracts, shipping companies, etc. in place between the Bidder and their suppliers are the sole responsibility of the Bidder and in no way will result in any type of contractual agreement between the subcontracted supplier and Delgado Community College.

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

MODIFICATIONS OF MATERIALS, LOCATIONS and/or SERVICES:

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

We do not anticipate many changes to this contract. The College reserves the right to add additional materials, items, services and/or locations to this contract during the course of the agreement. The College will request the addition from the Bidder/Contractor, and a rate/price may be negotiated and agreed upon at that time by all parties. Additions are subject to the same terms, conditions, etc. of this Bid. All locations will be within the Greater New Orleans area. All other bid pricing will stay the same. The College reserves the right to approve or disapprove the negotiated price, therefore, having the option to bid/purchase said additions elsewhere.

The College reserves the right to remove materials, items, locations or services as needed, which will remove said cost for discontinuing the services or materials from this bid without affecting any other pricing.

MODIFICATION OR WITHDRAWAL OF BID:

A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594.F.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to Delgado Community College Purchasing Office at the place and prior to the time designated for receipt of bids.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

DISCRIMINATORY PRACTICES:

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, Bidders, and suppliers to take affirmative action to affect this commitment in its operations.

Both the College and the Bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

COMPLIANCE:

The Bidder agrees that he/she complies with all bid requirements as stated in this bid and has reviewed and received any and all addenda (*if applicable*).

The Bidder must warrant firm's compliance with all applicable federal, state, and local laws, rules, regulations and any and all other requirements as it pertains to state agencies of the State of Louisiana.

TERMINATION/CANCELLATION OF AGREEMENT:

- The College reserves the right to cancel the request for bids for any reason, and waive any informalities regarding such cancellation.
- The College reserves the right to cancel the purchase order and/or contract upon thirty (30) days written notice for failure of the Bidder to comply with the terms and/or conditions of this Agreement including but not limited to; deliver/complete on time, for delivery of unsatisfactorily merchandise, or for any unsatisfactorily performance by the Bidder as determined by the College.
- **Termination of this agreement for cause** – DCC may terminate this agreement for cause based upon the failure of Bidder to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that DCC shall give the Contractor written notice specifying the Bidder's failure. If within thirty (30) days after receipt of such notice, the Bidder shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, have begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then DCC may, at its option, place the Bidder in default and the Agreement shall terminate on the date specified in such notice.

Bidder may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of DCC to comply with the terms and conditions of this agreement, provided that the Bidder shall give DCC written notice specifying the DCC's failure and a reasonable opportunity for DCC to cure the defect.

- **Termination for non-appropriation of funds** - The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **Termination for Convenience** - The College may terminate the Contract at any time by giving thirty (30) days written notice to the Bidder. The Bidder shall be entitled to payment for work performed (monthly charges to be prorated) to the extent work has been performed satisfactorily.

If, for any reason, the Bidder desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the College. Bidder shall perform all work satisfactorily as contracted until the determined termination date.

- **Cancellation Conditions** - In any of the following cases, the College shall have the right to immediately cancel the contract agreement due to: the interruption of operation in any of the contracted facilities or the College beyond its control; failure of the Bidder to maintain a satisfactory performance bond or adequate insurance coverage; wherever the bidder is guilty of misrepresentation; wherever the contract agreement was obtained by fraud, collusion, conspiracy, or other unlawful means, or the contract agreement conflicts with any statutory and constitutional provision of the State of Louisiana or the United States. In case of default by the Bidder, the College reserves the right to purchase any or all items or services in default on open market, charging the Bidder with any excessive costs. Until these excessive costs are paid to the College, the Bidder shall not do business with the College again.
- **Implementation of Termination** - The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification and be compensated for such work. In the event of termination or reduction in the scope of work by the College, the College shall pay the Bidder for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Bidder's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work. Upon termination as above, the Contract Administrator shall make final determination of the amount due the Bidder for work performed.

GENERAL TERMS & CONDITIONS:

1. A response to a bid invitation is our only indication of your interest in College business. Failure to respond to six (6) consecutive bid invitations may cause your name to be removed from the Bidder's list.
2. It shall be specifically agreed and understood that the Bidders may attend the Bid opening.
3. No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
4. Payment terms are to be NET 30 upon receipt of materials and invoice received in our Accounts Payable Department. Prepayment of any materials is not acceptable.
5. Failure to comply with the requirements as stated in this Bid Document will disqualify the bid.
6. Materials supplied or used in the performance of this work must be new and of the highest quality/safety and must comply with the specifications provided in the solicitation.
7. Quantities are estimated to be the amounts needed and are not guaranteed. In the event a greater quantity is needed, the right is reserved by the College to increase the quantity at the unit price stated in the bid.
8. Whenever any award is considered, the College reserves the right to request a sample of any of the products bid for examination. The Bidder agrees to furnish specific samples *as applicable*, either for approval or equivalency examination upon request by the College. Requested samples shall be furnished within one (1) week of request or as stated by the requester at no charge to the College. Any samples submitted shall not be returned. It shall also be specifically agreed and understood that the decision of the College regarding acceptance or equivalency shall be final.
9. When considering an award, Delgado Community College reserves the right to ask any questions in writing for clarification/verification of a submitted bid, as needed. The Bidder is to respond within a reasonable timeline or the bid may be disqualified. The clarification/verification shall become part of the submitted bid and the College's decision to move forward with the bid or not is final.
10. Delgado Community College reserves the right to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
11. It shall be distinctly agreed and understood that the price quoted must be a firm price including shipping, and not be subject to change at time of the shipment of goods or delivery of services.
12. In case of default by the Bidder, the College reserves the right to purchase any or all items in default on the open market, charging Bidder with any excessive costs. Should such charge(s) be assessed, no subsequent bids of the defaulting Bidder will be considered until the assessed charge(s) have been satisfied.
13. All shipping, handling, materials, labor or any other charges necessary for the procurement of these materials or to complete this job must be included in amount bid. Charges or items not listed but necessary for procurement of these items or completion of the job shall be furnished as part of the prices bid. Additional costs disclosed later will be at the expense of the Bidder.

14. All deliveries shall be made FOB Destination to the College unless otherwise specified by the College. All freight charges are to be included in the unit price. The College will not be responsible for freight charges not clearly stated as a part of this bid.
15. Orders/Services shall be delivered/completed within the allotted timeframe as specified in the Bid, *if applicable*.
16. Delivery/completion is of the essence and the College reserves the right to award to that Bidder providing the earliest delivery/completion date.
17. The College reserves the right to award the above items separately, grouped, or on an all-or-none basis. It is the intent of the College to award to a single Bidder.
18. The Bid shall be awarded on the basis of responsive, lowest total cost, qualified Bidder, and/or earliest delivery date, if applicable, as determined by the College.
19. Bidder must be able to provide shipping and tracking information for all orders placed if requested by Delgado Community College.
20. Bidder must be able to provide a delivery/project timeline if requested by Delgado Community College.
21. The College shall have the right to reject any or all bids not accompanied by any data/documents required by the Bidding Documents or a bid in any way incomplete or irregular.
22. If item(s) or Services bid do not fully comply with specifications, including brand and/or product number or work, Bidder must state in what respect the item(s)/services or work deviate. Failure to note exceptions on the bid form will not relieve the successful Bidder from supplying the actual products or services requested.
23. List of distributors: The Bidder signing the bid shall be designated as the Prime Bidder on any contract/agreement resulting from this bid. If additional Bidders are authorized to receive orders for items covered under this proposal, the Bidder must submit, with bid, a list of those additional authorized distributors.
24. Bidders are advised that all hazardous products must be accompanied by a "Hazardous Materials Data Sheet". This sheet must also include suggested antidotes for ingestion and other contact.
25. All items delivered shall be subject to inspection as to grade and/or quality. If any item is inspected and fails to meet the specifications, the delivery already made will be held for the Bidder's disposition or returned to the Bidder via Freight Collect. If the Bidder fails to make satisfactory replacement within a reasonable time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere.
26. If the Bidder fails to make delivery within a satisfactory time as determined by the College, the College reserves the right to cancel the item and to purchase it elsewhere, charging the increase in price and cost of handling, if any, to the Bidder making the original unsatisfactory or late delivery.
27. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

END OF INSTRUCTIONS, REQUIREMENTS, TERMS & CONDITIONS SECTION

END OF BID DOCUMENTS