

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

Invitation to Bid

Bid Name:

**Service Contract No: 40006-038
Acoustical Ceiling Systems Removal & Replacement**

Due by & to be opened on:

May 6, 2026 at 2:00PM CST

Contact Person:

**Tracey Sheffield
Purchasing Director
(504) 762-3029**

NAME OF COMPANY

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER	FAX NUMBER	EMAIL
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SIGNATURE OF COMPANY REPRESENTATIVE

NAME (PRINTED) & TITLE OF COMPANY REPRESENTATIVE

*** This form must be completed and submitted with your bid*

I. GENERAL INFORMATION

1. Any questions regarding this Invitation to Bid shall be in writing and shall be addressed to Tracey Sheffield at the following address:

Delgado Community College
O'Keefe Administration Building
Purchasing Office
501 City Park Avenue, Building 37
New Orleans, La 70119
Email: tsheff@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.

Sealed bids may be submitted by mail or in person. Faxed or emailed Bids not accepted. Mailed bids and hand carried bids shall go to the address in item #1. If hand carried, do not leave on the counter unattended. Bids are to be delivered directly to the Purchasing Office where they will be time stamped. The bid name and number must be on the outside of the packaging, including any express mail packaging. Please note that express mail or USPS carriers may not deliver directly to 501 City Park Avenue or to the Purchasing Office. The bidder/proposer is solely responsible for ensuring that its courier service provider makes inside deliveries directly in the Purchasing Office. All Bids must be time stamped by the Purchasing Office by the due date and time regardless of delivery method.

3. Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the College.

4. Each bidder is solely responsible for the timely delivery of its bid. Delgado Community College will not be responsible for any delays in the delivery of bids, whether delayed in the mail, or for any reason whatsoever.

5. Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the College.

6. Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of invoice, whichever is later.

7. Proposer or bidder, contractor, etc. certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred may be viewed via the internet at www.epls.gov.)

II. INSTRUCTIONS & REQUIREMENTS FOR BIDDERS

Delgado Community College is seeking bids to provide miscellaneous ceiling system replacement & maintenance work, on an as needed basis, in multiple buildings on the following Campuses:

City Park Campus 615 City Park Ave New Orleans, LA 70119	West Bank Campus 2600 General Meyer Ave New Orleans, LA 70114	River City Site 709 Churchill Parkway Avondale, LA 70094
Marine Fire School 13200 Old Gentilly Road New Orleans, LA 70129	Sidney Collier Site 3727 Louisa Street New Orleans, LA 70126	

- Additional locations may be added to the contract.

QUALIFICATIONS

Vendors/Contractors Bidding this contract must be licensed as a commercial general contractor, have been in business for and have had at least five (5) years of experience in removing, replacing and repairing acoustical ceilings. Contractors must have performed these services for three (3) or more, large institutional and/or commercial facilities and shall be required to perform all work set forth in the specifications. Each vendor shall present documentation verifying their experience as an acoustical ceiling Contractor.

Bidder must complete **Attachment B, References Form** and submit with their bid. References are to be from companies where work of a similar nature has been performed in the last five (5) years. Bidder is required to be licensed in either Category I, Building Construction or hold a Limited Specialties License for commercial work. **A copy of the license must be submitted with the Bid.** Bidder must also be registered, active and in good standing with the Louisiana Secretary of State in the name of the business holding the license.

PRE-BID/JOBSITE VISIT:

A **non-mandatory pre-bid jobsite visit** is scheduled on **Wednesday, April 22nd, 2026 at 10:00AM CST** at the City Park Campus. Bidders are to meet in the front of Building 10 at Delgado Community College’s City Park Campus located at 615 City Park Avenue, New Orleans, LA 70119. Provisions of site inspection are included. Although not required, it is strongly recommended that bidders attend the jobsite visit to ascertain the scope of the work to be performed.

ADDENDA:

Any questions arising from the specifications or the pre-bid conference must be addressed in writing to the individual indicated in Section I, General Information, and will be answered via an Addendum. All questions must be submitted no later than **Tuesday, April 28th, 2025 by 12:00PM CST.**

A final 48-hour period after the issuance of the 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 in the space provided on the Bid Form. Failure to acknowledge 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>

BID SUBMITTAL:

Bids must be sealed with the **Bidder's name, license number along with the name and number of the bid clearly written on the front of the envelope or package** and are to be delivered to the person and location in Section I, General Information by the date and time stated on the title page. Faxed or emailed bids are not acceptable. If shipping via express mail, all information as listed above must be on the outside of the shipping packaging. Bids received without this information or after the due date and time will be automatically disqualified.

In accordance with R.S. 37:2163A, Contractors' License number in the appropriate classification(s) must appear on the bid envelope submitted on all projects in the amount of \$50,000 or more (and \$1.00 or more if hazardous materials are involved).

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 the above requirements 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 vendor as reflected by an accompanying corporate resolution, certificate, or affidavit.

By signing the bid, the bidder certifies compliance with the above.

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.

BIDDER REPRESENTATION:

By signing and submitting a bid, Bidder acknowledges that he/she has visited the site, read and understands the Bidding Documents and his bid is made in accordance therewith.

The Bidder is advised to carefully consider all College physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the College except as expressly permitted by the College in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to College premises. Such examinations may be made only in the offices of the College Facility Services as part of the Non-Mandatory Pre-Bid Conference.

The Bidder agrees that his/her bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda. The bid submitted is not based on any verbal instructions contrary to the Bidding Documents and addenda.

INSURANCE:

Bidders are to comply with the insurance requirements as stated in Section V of the bid. The provided **indemnification form** (see Attachment A) must be completed and submitted with your bid. Failure to comply with these requirements will result in disqualification of your bid.

The successful bidder will be responsible for ensuring that Delgado receives the required **insurance certificate** within (10) days after the notice of award (as per terms and conditions) in a timely manner in order to meet the required work expectancy timeframe. No work may commence until a proper certificate is received.

END OF SECTION II

III. TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS:

- 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 bidders' list.
- Bid openings are public and are subject to any in place Executive Order, revised statute or College protocol as it pertains to any safety or illness risks.
- No information will be given out as to opinions concerning the ultimate outcome while consideration of the award is in progress.
- 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.
- Bids submitted are governed and 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; and Specifications listed in this solicitation
- Delgado Community College reserves the right to reject any and all bids and to waive any informality.
- It shall be distinctly agreed and understood that the price quoted must be a firm price for the duration of the Contract, and not subject to change at time of the shipment of goods or delivery of services.
- All shipping, handling, materials, labor or any other charges necessary to compete this job must be included in amount bid. Items not listed but necessary for completion of the job shall be furnished as part of the bid. Additional costs disclosed later will be at the expense of the vendor.
- 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.
- The College reserves the right to award the above items separately, grouped, or on an all-or-none basis, and to reject any or all bids and to waive any informalities including technicalities in specifications that preclude competition.
- The College shall have the right to reject any or all bids not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.

- The Bid will be awarded on the basis of the lowest total cost as determined by the College.
- List of distributors: The Vendor signing the bid shall be designated as the Prime Vendor on any contract/agreement resulting from this bid. If additional Vendors are authorized to receive orders or perform work for services covered under this proposal, the Vendor must submit, with bid, a list of those additional authorized distributors or subcontractors.
- Bidder must be a Louisiana licensed contractor who is licensed to perform the work as outlined in the solicitation. The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.
- Bidder must be able to provide a project timeline for any work if requested by Delgado Community College
- 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.

CONTRACT TERM & AGREEMENT:

The term of the agreement will begin on July 1, 2026 and run through June 30, 2027 with the option to renew for up to two (2) twelve (12) month periods if mutually agreeable. Contract extensions may not exceed thirty-six (36) months total.

Escalation Clause; Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. Price increases will only be considered after the Vendor has successfully completed (12) months of service and may only be implemented at the beginning of a renewal term. The College reserves the right to approve or disapprove the price increase.

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

ADDITIONAL SITES:

The College reserves the right to add or subtract sites to this contract during the course of the agreement. The College will notify the Vendor/Contractor and the prices charged will be at the same rates, terms and conditions as stated on the Vendor/Contractor's submitted Bid.

INVOICES & PAYMENTS:

Contractor will be paid after work is satisfactorily completed and upon recommendation of the College Representative. **Invoices must be submitted within (10) business days of completion of the work.**

Payment for services shall be made to the Contractor once a month after receipt by the College of an invoice (or invoices) by which the Bidder certifies, and the College agrees, that all the invoiced work was performed in accordance with the specifications. Invoices will not be paid prior to 30 days from receipt of invoice or completion of services/receipt of project.

All invoices should be submitted to the College's Office of Accounts Payable and clearly indicate the Purchase Order Number assigned by the Delgado Purchasing Office. Invoices must include the following:

- A clear job description
- A brief explanation of the line items used for billing
- The purchase order number
- Dates when the work was performed
- Contractor's receipts must be attached for any incidental materials used outside the stated contract pricing.
- Service tickets must be attached or reference the service ticket number on the invoice if the service ticket was already provided to Facilities & Planning. The service ticket must reference who requested the work, why the work was needed, and what work was performed.
- All work must be itemized and include a breakdown per the unit pricing per the bid schedule. Lump sum invoices will not be processed

INSURANCE:

Vendor compliance with the attached insurance and indemnification requirements and as specified in the Bid Specifications is mandatory. A completed copy of the ***indemnification agreement*** (*Attachment A*) must be submitted with the bid. Failure to do so will result in immediate disqualification of the bid.

Upon award, a certificate of insurance delineating Delgado Community College as the certificate holder with all endorsements noted must be submitted to the Purchasing Department. Certificates must be received within (10) business days from the notice of award. Failure to provide the above timely will cause the award to be rescinded and the Contract will be awarded to the next low Bidder

Insurance must be in effect at all times for the duration of the Contract.

TERMINATION OF AGREEMENT:

- **Termination of this agreement for cause** – DCC may terminate this agreement for cause based upon the failure of Contractor 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 Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor 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 Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor 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 Contractor 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 Contractor. The Contractor 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 Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the College. Contractor 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 contacted facilities or the College beyond its control; failure of the Contractor to maintain a satisfactory performance bond or adequate insurance coverage; wherever the contractor 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 Contractor, the College reserves the right to purchase any or all items or services in default on open market, charging the Contractor with any excessive costs. Until these excessive costs are paid to the College, the Contractor 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 Contractor 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 Contractor'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 Contractor for work performed.

INQUIRIES, INTERPRETATION OR CORRECTION TO BIDDING

Any questions arising from either the specifications and/or jobsite visit must be addressed in writing and will be answered via an 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.

DISCRIMINATORY PRACTICES:

Delgado Community College of the State of Louisiana is an equal opportunity employer and looks to its contractors, subcontractors, vendors, 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.

SUBCONTRACTORS:

All subcontractors must be identified and approved in writing in advance by the College. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

It is the Contractor's responsibility to ensure that his subcontractors are properly licensed and insured and adhere to all rules and responsibilities as outlined in the bid documents.

SUBSTITUTIONS AND EQUIVALENTS:

SERVICES: Any materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

No substitution will be considered unless written request for approval has been submitted by the Contractor and has been received by the College Representative prior to beginning work.

Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included.

It shall be the responsibility of the Contractor to include in his request all changes required to the work if the proposed substitute is used. Approval, if granted, is given contingent upon Contractor being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved. If the College approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

MATERIALS: * *Applicable only if materials are being purchased in addition to the services requested in this Bid.* Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications for material purchase 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.

Vendor must state the brand/model he or she is bidding on each item. It shall be the sole responsibility of the Vendor to prove equivalency. Vendor shall submit with the bid all illustrations, drawings, 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 vendor 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 cover sheet must be submitted with the alternate.

END OF SECTION III

IV. INSURANCE REQUIREMENTS FOR VENDORS

The Contractor/Vendor shall purchase and maintain for the duration of the contract/work 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/Vendor, 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 Compensations law of the State of Louisiana. Employers Liability is included with a minimum limit of \$500,000 per accident/per disaster/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 increased to a minimum of \$1,000,000.

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/Vendor 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 Coverage's
 - a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the contractor/vendor. ISO Form CG 20 10 (current form approved for use on Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection to the Agency.
 - b. The Contractor's/Vendor's insurance shall be primary as respects to 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. The Contractor's/Vendor's insurance shall apply separately to each insured against whom claim is made or suit 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/Vendor shall not be cancelled, suspended, or violated by either party (the Contractor/Vendor 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/Vendor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor/Vendor from the obligations of the insurance requirements or the 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/Vendor 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 an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers compensations only.

If at any time an insurer issuing any such policy does not meet the minimum A.M Best rating, the Contractor/Vendor 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/Vendor 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/Vendor shall submit the declarations page and 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/Vendor 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/Vendor to purchase and/or maintain any required insurance shall not relieve the Contractor/Vendor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor/Vendor shall include all subcontractors and 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 the Contractor/Vendor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor/Vendor, its owners, agents and employees will have no cause of action against, and it will not assert a claim against the State of Louisiana, its departments, agencies, agents and 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 the Contractor/Vendor, its owners, agents and employees. The parties further agree that the Contractor/Vendor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor/Vendor 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/Vendor 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 the Contractor/Vendor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by the Contractor/Vendor 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/Vendor 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.

END OF SECTION V

V. TECHNICAL SPECIFICATIONS

SECTION 01000

SECTION 01000

GENERAL CONDITIONS

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

1.01 SCOPE

Provide the materials, labor, equipment and supervision necessary for miscellaneous ceiling system replacement & maintenance at various Delgado Campuses. Submit bids in accordance with the unit price schedule set forth in the Proposal Form.

The cost per square foot for reasonably incidental to the removal and installation of acoustical ceiling system, for all properties owned by Delgado. Ceiling heights shall be 10 feet or less and the minimum call out will be 200 square feet of the removal and replacement of ceiling tile only or 200 square feet of the removal and replacement of a ceiling grid and tile. All work must be in accordance with these Specifications.

For any materials that may be needed outside the cost per square foot where materials are included, an estimate must be presented in writing first and approved by the College's project manager. The Contractor must provide receipts/invoices of the materials purchased for comparison and proof of the percentage markup charged as stated on the Bid Form. Failure to agree to these terms may result in non-payment of those items or place the Contractor in default of the Contractual agreement. All additional materials that may be needed are subject to the limits of the State's Procurement Code.

The College estimates the annual volume of work to be approximately \$75,000. However, this is only an estimate and no specific quantity of work is guaranteed. Projects will be assigned to the vendor as the need arises. There is no minimum quantity of work that can be requested at one time.

Work is randomly required by various entities within the College. Contractor must provide a written estimate of the work within (7) business days from the request for service inclusive of all materials. All work associated with this contract shall be approved by Facility Services Representative and started within a 48-hour period. The work required by the College varies, but in general is of exterior and interior commercial type.

Provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with these Specifications. All work shall meet any required trade standards and shall also meet College Standards. Required insurance suitable for this type of work must be provided and maintained. Review of receipts of materials purchased will be required.

All work will be coordinated with the Contractor and College Representative prior to the work beginning. **Contractors must sign in in the Facilities Office on City Park Campus or at the Campus Police substation at alternate sites prior to beginning any work and must sign out before leaving. Invoices will not be paid unless there is signatory proof of attendance and completion of the work.**

Standard (Non-Urgent Projects):

For all Standard (Non-Urgent) Projects, a written estimate shall be provided by the contractor for each project to the College Representative before work begins. The written estimate shall include separate labor, equipment rental and material costs to complete the project which must match rates as bid in response to these Specifications. The College Representative will approve this written estimate in writing, by fax or email, before the work begins. **The College Representative reserves the right to separately bid out standard projects as deemed necessary.**

Urgent Projects:

Urgent Projects are those that are deemed by the College to be any projects where the contractor must be on-site within two (2) hours from the time the College Representative first (1st) contacts the contractor.

For Urgent Projects, the contractor should give a written estimate for the work to be completed to the College Representative, if time permits. However, if time does not permit, an oral estimate by the contractor is acceptable for Urgent Projects **ONLY**. The College Representative may allow work to begin with only an oral approval to proceed based on information available at the time. However, **all oral estimates** shall be followed up in writing the first (1st) work day after approval to proceed is given by the College Representative.

1.02 CONTRACT TIME

Contract Time: Will begin July 1, 2026 and run through June 30th, 2027 with the option to renew for two (2) consecutive twelve (12) month periods if mutually agreeable. Under no circumstances may the complete contract term exceed (36) thirty-six months.

1.03 NON-MANDATORY SITE INVESTIGATION

It is recommended that prospective bidders visit the site to make measurements, review existing conditions, and if required, review the Building Plans on file in the Facility Services Office if the prospect warrants same. A thorough understanding of the project per these Technical Specifications and/or accompanying drawings is imperative. Opportunity for the site visit and inspection is provided in Section III "INSTRUCTIONS & REQUIREMENTS FOR BIDDERS.

1.04 REVIEW OF DOCUMENTS

The Contractor shall carefully study and compare the field conditions, Drawings and Specifications and shall at once report to the College Representative errors, inconsistencies or omissions discovered.

1.05 PROJECT MEETINGS

If called by the College Representative, a Pre-Service Conference between the Contractor, his on-site representative and the College Representative will be held in order to clarify and direct College policy and specific items of concern as pertain to the Contract. Progress meetings will be scheduled at the discretion of

the College Representative.

1.06 COORDINATION

Coordinate service schedule with the College Representative so as not to interfere with the ongoing operation of the College. If for any reason, shut down of utilities is required on this project, it is imperative that the College Representative be consulted.

1.07 SUPERVISION

The Contractor shall provide consistent, capable supervision at all times during the work. Site Manager or company representative shall be available during normal working hours of 8:00 am to 4:30 pm. It is a mandatory requirement that Contractor signs in and out every day that they are onsite to perform work.

1.08 SUBSTITUTIONS

Substitutions to specified materials require approval of the College Representative prior to the opening of quotes. Substitutions not approved prior to opening of quotes are subject to rejection and replacement with the specified materials.

1.09 SUBMITTALS

Submit all required shop drawings, brochures and samples for review by the College Representative prior to ordering and/or installing materials. Equipment or material ordered and/or installed without review by the College Representative is subject to rejection.

1.10 CLEANUP

Daily, as it accumulates, remove from the work site, all rubbish, debris and unsalvageable material resulting from the work. Do not permit trash to accumulate. Do not use individual building dumpsters for trash disposal.

1.11 QUALITY ASSURANCE

Use new materials of quality acceptable to the College Representative and meeting all applicable regulations as pertain to this project. Remove and replace all material delivered to site which, in the opinion of the Representative, 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 above is understood to mean "Journeymen" skilled in their respective trades. Correct, at no expense to the College, any work performed which, in the opinion of the College Representative, is found unacceptable or not according to code. Corrections or incomplete work must be rectified within twenty-four (24) hours of notification

1.12 TRAFFIC CONTROL

Coordinate the schedule of delivery vehicles 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. Because of this commitment, contractors, vendors or servicing agencies are cautioned to ensure that their staff is made aware of this commitment. When parking on the campus of this College, it shall be the responsibility of the contractor, vendor or servicing agency to ensure 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.

1.13 PROTECTION

Protect adjacent buildings and building elements from damage during site work. Protect the site, including trees, shrubs, vegetation and lawn areas; where damage does occur, restore to original condition replacing damaged vegetation and lawn with equal size and species. Store construction materials with care; distribute the weight to not endanger the building structure.

1.14 SAFETY

Provide sufficient signs continuous barricades to identify the work site and restrict entry. Where necessary, equip barricades with warning lights for night use. Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. Erect and maintain temporary enclosures and barriers to prevent unauthorized access to the site. Provide fire protection equipment during the construction period, including not less than two (2) ten (10) pound capacity multipurpose A-B-C dry chemical extinguishers (10A:40BC). Where indicated on the Drawings, provide a temporary fence to isolate the construction site and restrict unauthorized entry. Use chain link fence material, 6'-0" minimum height, on steel or wood posts spaced a 6'-0" maximum and embedded 2'-6" minimum below existing grade; include personnel and/or equipment access gates. Coordinate fence installation with underground utilities - see 1.11; before installation, confirm fence location and layout with the College Representative.

1.15 WARRANTY

Warranty all workmanship and material for a period of one year from date of acceptance. During this period, the College will notify the Contractor of any discrepancy for prompt correction at no expense to the College. At the discretion and initiation of the College Representative, a one-year warranty review meeting with the Contractor will be held to review warranty items which remain incomplete.

1.16 TEMPORARY UTILITIES

The Contractor may use reasonable amounts of the utility services available to the site at no charge from the College. The College will not provide utility service beyond that existing. Coordinate tie-in and disconnect to the existing utilities with the College Representative. Locate temporary facilities so as not to interfere with the College's use of the Project site and/or surrounding areas. Relocate non-complying facilities at no expense to the College.

1.17 TEMPORARY SANITARY FACILITIES

Existing facilities in the building may be used by construction personnel during work on this project.

1.18 PRICING MODEL

In order to determine the lowest responsive, responsible bidder, bids will be tabulated based on the below model and awarded to the Bidder with the lowest overall total.

Example: Item 1A: USG 2215, ceiling tile install only:
 Category: 200 – 999 SF
 Price Bid: \$25.00 per SF - $\$25 \times 1\% = 0.25$

SECTION A: REMOVAL AND REPLACEMENT OF CEILING TILES ONLY; LABOR AND MATERIALS

Item No:	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1A	1.50%	2.00%	.50%
2A	1.50%	2.00%	.50%
3A	1.25%	2.00%	.25%
4A	1.00%	2.00%	.50%
5A	1.25%	2.00%	.50%
6A	2.00%	1.00%	.50%
7A	1.00%	1.00%	1.50%
8A	1.25%	2.00%	.75%
9A	.75%	1.25%	1.00%
10A	.50%	1.00%	.75%
11A	.75%	1.50%	1.25%
12A	.50%	1.75%	1.00%

SECTION B: REMOVAL OF EXISTING AND REPLACEMENT WITH NEW CEILING SYSTEM; LABOR AND MATERIALS

Item No:	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1B	2.00%	1.00%	.50%
2B	1.00%	1.00%	.50%
3B	1.25%	1.00%	.50%
4B	1.00%	.75%	.50%
5B	1.25%	1.00%	.50%
6B	2.00%	1.00%	.50%
7B	1.00%	.50%	.25%
8B	1.00%	.50%	.50%
9B	1.25%	.75%	.50%
10B	1.25%	1.00%	.50%
11B	1.00%	.50%	.25%

SECTION C: INSTALLTION OF NEW CEILING SYSTEM WITHOUT REMOVAL OF EXISTING SYSTEM; LABOR AND MATERIALS

Item No:	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1C	1.00%	.50%	.25%
2C	.50%	.25%	.25%
3C	.75%	.50%	.25%
4C	.50%	.25%	.25%
5C	.75%	.25%	.25%
6C	1.00%	.50%	.50%
7C	.50%	.25%	.25%
8C	.50%	.25%	.25%
9C	.75%	.50%	.25%
10C	.75%	.50%	.25%
11C	.75%	.25%	.25%

SECTION D: LABOR AND MATERIALS TO FURNISH AND INSTALL INSULATION ABOVE CEILING GRID

Item No.	\$ Per SF 200 – 999	\$ Per SF 1000 – 1999	\$ Per SF Over 2000
1D	2.00%	1.50%	.50%
2D	2.00%	1.50%	.50%

SECTION E: ADDITIONAL SERVICES

Item No	Hourly Rate Straight Time
1E	2.00%
2E	1.75%
3E	2.00%
4E	1.00%
5E	1.00%

1.19 COMPANY & WORKER IDENTIFICATION (MANDATORY)

All persons performing work under this contract must be clearly identifiable as an employee of the Contractor whenever they are on site. All persons must be identifiable by either: uniforms displaying the Contractor's name and logo and/or badges.

Uniforms and/or badges must be worn and visible at all times while performing and/or inspecting work.

The Contractor must also provide Contractor issued badges for any subcontractors hired by the Contractor to perform work on their behalf as it pertains to the work in this Contract identifying them as such.

1.20 SITE SIGN IN

All Contractors employees and/or subcontractors must sign prior to starting work and signing out at the commencement of the work. Sign in for work at the City Park Campus shall be in the Facilities Office in Building 10. Sign in at all other campuses will be at the Campus Police Substation or College designated area. Invoices will not be paid unless there is signatory proof of attendance and completion of work.

END OF SECTION

SECTION 02050
DEMOLITION

PART 1 - GENERAL

1.01 DESCRIPTION

The extent of demolition work will be shown on Drawings as the area of work to be renovated. Demolition work includes the complete removal and disposal of all discarded materials.

1.02 SALVAGE

Salvaged materials will become the property of the College and shall be moved by the Contractor to a location as directed by the College Representative.

1.03 DISPOSAL OF MATERIALS

Contractor shall remove debris from the site and legally dispose of off College Property should the College Representative so elect.

For the purpose of bidding all material shall be removed.

1.04 DAMAGES

As directed by the College Representative and at no cost to the Owner, promptly repair damages caused to existing and/or adjacent areas by demolition operations

END OF SECTION

SECTION 09510

SUSPENDED ACOUSTICAL CEILINGS

PART 1 - GENERAL

1.01 DESCRIPTION OF WORK

Provide the materials, labor, equipment and supervision necessary and reasonably incidental to complete the installation of the acoustical ceiling system within the facilities and buildings existing on Delgado Community College’s campuses.

1.02 WARRANTY

- A. Warrant material for 1 year from date of installation against sagging, warping, shrinking or delamination of finished surfaces.

1.03 RELATED WORK SPECIFIED ELSEWHERE

General Conditions.....Section 01000
Demolition.....Section 02050

1.04 REFERENCES

- A. ASTM C635 - Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings.
- B. ASTM C636 - Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels.
- C. UL - Underwriter's Laboratories System Ratings.

1.05 QUALITY ASSURANCE

- A. Comply with the manufacturers’ written installation instructions and industry practice.
- B. Manufacturer: Company specializing in manufacture of ceiling suspension systems and ceiling panels with five (5) years minimum experience.
- C. Coordinate the layout and installation of suspended grid components and ceiling panels with other work supported by or penetrating through ceilings, including light fixtures, HVAC equipment, fire-suppression system components and partition systems, etc.
- D. Installer: Company approved by manufacturer with a minimum of five (5) years’ experience.

1.06 SUBMITTAL

- A. Indicate on shop drawings, grid layout and related dimensioning, junctions with other work or ceiling finishes, and interrelation of mechanical and electrical items related to system.
- B. Provide product data on metal grid system components, acoustic units, and accessories.
- C. Submit two samples 24" x 24" in size, illustrating material and finish of acoustic units.
- D. Submit two samples of each type of suspension system 12" long, of main runner, intermediate tees, wall molding, and accessories.
- E. Submit manufacturer's installation instructions.

1.07 ENVIRONMENTAL REQUIREMENTS

- A. Do not begin installation of ceiling panels until suitable mechanical ventilation is supported to maintain condition ranges of 60 degrees F to 85 degrees F at not more than 70 degrees R.H.
- 1. These conditions must be continuously maintained at least one week prior to installation of ceiling panels, during installation, and after installation of panels up to date of Substantial Completion.

1.08 DELIVERY, HANDLING, STORAGE

- A. Do not deliver ceiling panels to job-site until temperature conditions specified under "Environmental Requirements" of this Section are complied with.
- B. Products shall be delivered to job-site in original unopened packages bearing manufacturer's labels.
- C. Store and protect ceiling grid components in accordance with manufacturer's recommendations.

Store ceiling panels in the environmental conditions required under "Environmental Requirements" of this Section.

1.09 EXTRA STOCK

Provide two percent extra quantity of ceiling panels for each type. Offer College unbroken tile.

PART 2 PRODUCTS

2.01 MATERIALS

A. Standards:

1. Exposed grid suspension systems:
 - a. Quality Standard: Comply with the requirements of ASTM C 635 and as further specified.
 - b. Hanger Wires:
 - i. Galvanized Carbon Steel – ASTM A 641, soft temper pre-stretched yield-stress load of at least three (3) times design load, but not less than 12 gauge (0.106”).
 - ii. Nickel/copper (63%/70% nickel copper balance) Alloy Wire – 12 gauge in compliance with ASTM B 164.
 - c. Structural Classification: Provide direct hung suspension system complying with ASTM C 635; intermediate duty load-carrying capability for main runners and cross tees.
2. Acoustic Units: Shall have a flame spread of 25 or less and a smoke developed of 50 or less (ASTM E 84), for a Class A Rating in compliance with Fed. Spec. SS-S-118B.

B. Grid System:

1. General:
 - a. Grid: ASTM C635, intermediate duty, fire guard exposed T, components die cut and interlocking, 15/16" wide.
 - b. Accessories: Stabilizer bars, clips, retention clips, splices and edge moldings required for suspended grid system. Ceiling display hooks approved by Grid Manufacturer.
 - c. Grid Materials: Hot dipped galvanized steel.
 - d. Grid Finish: White baked enamel.

- e. Support Channels and Hangers: Galvanized steel; size and type to suit application, to rigidly secure acoustic ceiling system including integral mechanical and electrical components with maximum deflection of 1/360.
- f. Moldings: Angle type with finish and design to match main and intermediate tees.
- g. USG DXL Grid System with Galvanized Steel Hanger Wire:
 - a. USG DXL424 - 4'-0" Intermediate Tees
 - b. USG M7 - 12'-0" Wall Molding
 - c. USG DXL24 - 12'-0" Main Runners
 - d. USG DXL216 - 2'-0" Intermediate Tees
- 3. USG-ZXLA Grid System with Galvanized Nickel/Copper Hanger Wire:
 - a. USG ZXLA424 – 4'-0" Cross Tees
 - b. USGM7Z – 12'-0" Wall Molding
 - c. USGZXLA24 – 12'-0" Main Runners
 - d. USGZXLA224 – 2'-0" Cross Tees
- 4. Armstrong Prelude XL Fireguard Grid System with Galvanized Steel Hanger Wire:
 - a. Armstrong XL834OWH - 4'-0" Cross Tees
 - b. Armstrong 7800WH - 12'-0" Wall Molding
 - c. Armstrong XL8300WH - 12'-0" Main Runners
 - d. Armstrong XL8323WH - 2'-0" Cross Tees

2.02 RETENTION CLIPS

- 1. USG #2048 or equal one (1) per panel.
- 2. Armstrong #414 or equal one (1) per panel.

2.03 APPROVED MANUFACTURERS FOR RETENTION CLIPS

USG Building Systems, Inc., Armstrong Building Products, Inc. or equal.

2.04 APPROVED MANUFACTURERS FOR GRID SYSTEM

USG building Systems, Inc., Armstrong Building Products, Inc. or equal.

2.05 Acoustic Units:

- A. USG RADAR CLIMA PLUS #2215, 24" x 24" x 5/8" square edge, fire rated, lay-in design units.
- B. USG RADAR CLIMA PLUS #2415, 2' x 4' x 5/8" square edge, fire rated, lay-in units.
- C. USG ASTRO CLIMA PLUS #8223, 2' x 2' x 5/8", SLT edge, lay-in units.
- D. USG ECLIPSE CLIMA PLUS #76779, 2' x 2' x 3/4", SLT edge, fire rated lay-in units.
- E. USG ROCK FACE CLIMA PLUS #56335, 2' x 2' x 5/8", square edge, fire rated lay-in units.

- F. USG RADAR CERAMIC CLIMA PLUS #56644, 2' x 2' x 5/8", square edge, fire rated lay-in units.
- G. USG SHEETROCK CLIMA PLUS WHITE VINYL #3260, 2' x 2' x 1/2", square edge, fire rated, lay-in units.
- H. USG HALCYON CLIMA PLUS #97221, 2' X 2' X 3/4", square edge, lay-in units.
- I. GOLDBOND WHITE VINYL GRIDSTONE, 2' X 2' X 1/2", square edge, Fire Shield-G, lay-in units.
- J. ARMSTRONG FINE FISSURED HUMIGUARD PLUS #1831, 2' x 2' X 5/8", square edge, fire rated, lay-in units.
- K. ARMSTRONG FINE FISSURED HUMIGUARD PLUS #1830, 2' x 4'x 5/8", square edge, fire rated, lay-in units.
- L. ARMSTRONG CIRRUS HUMIGUARD PLUS #578, 2' x 2' x 3/4", angled tegular edge, fire rated lay-in units.
- M. ARMSTRONG ARMATUFF HUMIGUARD PLUS #862, 2' x 4' x 3/4", square edge, fire rated, lay-in units.
- N. ARMSTRONG CERAMAGUARD HUMIGUARD MAX #607, 2' x 2' x 5/8", square edge, fire rated, lay-in units.
- O. ARMSTRONG RANDOM FISSURED PERFORATED #2908, 2' x 2' x 5/8", square edge, lay-in units.
- P. ARMSTRONG PAINTED NUBBY #3102, 2' x 2' x 1", square edge, lay-in units.
- Q. ARMSTRONG CIRRUS TEGULAR FINE TEXTURE #589, 2' x 2' x 3/4", beveled tegular, lay-in units.

2.06 APPROVED MANUFACTURERS OF ACOUSTIC UNITS

USG Building Systems, Inc., Armstrong Building Products, Inc., Gold Bond Building Products, Inc., or equal.

PART 3 - EXECUTION

A. Suspension Systems:

1. Compliance: Meet the requirements of Article 2 "Installation of Components" of "Standard Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels" ASTM C 636; and as further specified.
2. Hangers: Space not more than 6" from each end and not more than 4' o.c. each way between ends of members to be supported. Secure wire hangers by looping and wire-typing, either directly to structural support or to inserts, eye-screws or other devices which are secure and appropriate for the substrate. Provide additional hangers as required to properly support and brace sloped ceiling installations, if any. Hanger angle to supports may not exceed 30 degrees; provide additional support members above where required to maintain this requirement. Install hangers on ceiling system at each corner of light fixture(s).
3. Install system capable of supporting imposed loads to a deflection of 1/360 maximum.
4. Hang system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
5. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
6. Locate system according to reflected ceiling plan.
7. Do not eccentrically load system, or produce rotation of runners.
8. Install edge molding at intersection of ceiling and vertical surfaces, using longest practical lengths. Miter corners. Provide edge moldings at junctions with other interruptions.
9. Fit acoustic units in place, free from damaged edges or other defects detrimental to appearance and function.
10. Install acoustic units' level, in uniform plane, and free from twist, warp and dents.
11. Moldings: Provide where ceilings meet walls, partitions, columns, and other vertical elements. Miter cut all inside and outside corners, using matching pop rivets to hold joints tight and in-plane.
12. Support main runners directly from hangers; do not bear on walls or partitions. Space main

runners to support acoustic panels and other lightweight work resting in or on the ceiling, as required to comply with specified performance requirements.

B. ACOUSTIC CEILING UNITS

1. Install materials in accordance with manufacturer's printed instructions, UL guidelines, and other recommendations applicable to the work.
2. Avoid units of less than 1/2-unit width whenever possible, except as noted otherwise. See plans and maintain layouts as shown therein.

C. CLEAN-UP AND PROTECTION

1. Clean surfaces of acoustic units and exposed suspension, systems, complying with manufacturer's instruction. Remove and replace units and members which are damaged or cannot be cleaned.
2. Protect the completed installation of acoustic ceiling from damage or deterioration until acceptance of the work.

D. TOLERANCES

1. Variation from flat and level surfaces: 1/8 inch in 10 ft.
2. Variation from Plumb of Grid Members caused by eccentric loads: Two degrees maximum.

END OF SECTION

VI. BID FORM

Service Contract No: 40006-038 Acoustical Ceilings

Price is to be stated per square or linear foot for each category and is to include all labor, materials, supplies, disposal fees, supervision etc. to perform a complete job. Every category must be bid or your bid will be rejected.

SECTION A: REMOVAL AND REPLACEMENT OF CEILING TILES ONLY; LABOR AND MATERIALS

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1A	Removal of existing tiles and replacement with USG 2215 or Equal	SF			
2A	Removal of existing tiles and replacement with USG 2415 or equal	SF			
3A	Removal of existing tiles and replacement with RUSG 8223 or equal	SF			
4A	Removal of existing tiles and replacement with USG 76799 or equal	SF			
5A	Removal of existing tiles and replacement with USG 3260 or equal	SF			
6A	Removal of existing tiles and replacement with Gold Bond White Vinyl Gridstone or equal	SF			
7A	Removal of existing tiles and replacement with Armstrong 1831 or equal	SF			
8A	Removal of existing tiles and replacement with Armstrong 1830 or equal	SF			
9A	Removal of existing tiles and replacement with Armstrong 578 or equal	SF			
10A	Removal of existing tiles and replacement with Armstrong 862 or equal	SF			

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
11A	Removal of existing tiles and replacement with Armstrong 607 or equal	SF			
12A	Removal of existing tiles and replacement with Hunter Douglas Metal Tile 2 x 2 lay-in or equal	SF			

SECTION B: REMOVAL OF EXISTING AND REPLACEMENT WITH NEW CEILING SYSTEM; LABOR AND MATERIALS

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1B	The removal of existing and replacement of ceiling system with new USG, Ceiling Panels #2215 and USG-DXL Grid System or Equal	SF			
2B	The removal of existing and replacement of ceiling system with new USG, Ceiling Panels #2415 and USG-DXL Grid System or equal	SF			
3B	The removal of existing and replacement of ceiling system with new USG, Ceiling Panels #8223 and USG-DXL Grid System or equal.	SF			
4B	The removal of existing and replacement of ceiling system with new USG, Ceiling Panels #76779 and USG-DXL Grid system or equal.	SF			
5B	The removal and replacement of ceiling system with USG, Ceiling Panels #3260 and USG-DXL Grid System or equal.	SF			
6B	The removal of existing and replacement of ceiling system with new Gold Bond, Gridstone 2' x 2' x 1/2" Ceiling Panels and Armstrong Prelude XL Fireguard Grid System or equal	SF			

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
7B	The removal and replacement of ceiling system with Armstrong Plus Ceiling Panels #1831 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
8B	The removal and replacement of ceiling system with Armstrong Ceiling Panels #1830 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
9B	The removal and replacement of ceiling system with Armstrong Ceiling Panels #578 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
10B	The removal and replacement of ceiling system with Armstrong Ceiling Panels #862 (One (1) #414 Retention Clip per panel) and Armstrong Prelude XL Fireguard Grid System or equal.	SF			
11B	The removal and replacement of ceiling system with Armstrong Ceiling Panels #607 and Armstrong Prelude Plus XL Fireguard Grid System or equal.	SF			

SECTION C: INSTALLTION OF NEW CEILING SYSTEM WITHOUT REMOVAL OF EXISTING SYSTEM; LABOR AND MATERIALS

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1C	Installation of ceiling system with USG, Ceiling Panels #2215 and USG-DXL Grid System or Equal	SF			
2C	Installation of ceiling system with USG, Ceiling Panels #2415 and USG-DXL Grid System or equal	SF			

Item No:	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
3C	Installation of ceiling system with USG, Ceiling Panels #8223 and USG-DXL Grid System or equal.	SF			
4C	Installation of ceiling system with USG, Ceiling Panels #76779 and USG-DXL Grid system or equal.	SF			
5C	Installation of ceiling system with USG, Ceiling Panels #3260 and USG-DXL Grid System or equal.	SF			
6C	Installation of ceiling system with Gold Bond, Gridstone 2' x 2' x ½" Ceiling Panels and Armstrong Prelude XL Fireguard Grid System or equal	SF			
7C	Installation of ceiling system with Armstrong Plus Ceiling Panels #1831 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
8C	Installation of ceiling system with Armstrong Ceiling Panels #1830 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
9C	Installation of ceiling system with Armstrong Ceiling Panels #578 and Armstrong Prelude XL Fireguard Grid System or equal	SF			
10C	Installation of ceiling system with Armstrong Ceiling Panels #862 (One (1) #414 Retention Clip per panel) and Armstrong Prelude XL Fireguard Grid System or equal.	SF			
11C	Installation of ceiling system with Armstrong Ceiling Panels #607 and Armstrong Prelude Plus XL Fireguard Grid System or equal.	SF			

SECTION D: LABOR AND MATERIALS TO FURNISH AND INSTALL INSULATION ABOVE CEILING GRID

Item No.	Description	UOM	\$ Per SF 200 - 999	\$ Per SF 1000 - 1999	\$ Per SF Over 2000
1D	Removal of existing and replacement with new R19 rolled insulation	SF			
2D	Installation only of new R19 rolled insulation	SF			

SECTION E: ADDITIONAL SERVICES

Item No.	Additional Services Description / Per Hour	Hourly Rate Straight Time
1E	Hourly rate for additional work only as it relates to the work specified in this solicitation but not listed on the bid form.	
2E	Hourly labor rate for a mechanic	
3E	Hourly labor rate for a helper	
4E	Removal and installation of 2' x 2' and 2' x 4' light fixture	
5E	Installation only of 2' x 2' and 2' x 4' light fixture	

Percentage markup for incidental materials outside the contracted rates: _____

Bidder must bid on every category in the Bid Schedule per the unit of measurement listed or the Bid will be rejected.

If Bidder is bidding a brand, part or model number other than what is specified, the Bid must be accompanied by specification sheet noting the item number on the bid form for the item being substituted. Any Bids received without this information will automatically be disqualified.

Materials:

If materials are required to complete any work requested by the College which are outside the scope of the Technical Specifications, the contractor shall prepare a list of these materials along with pricing for approval by the College Representative. If these materials are incidentals (total value less than \$50), or are items which will not be required on a repetitive basis and their total cost is less than the competitive thresholds specified in the most current Executive Order for Small Purchase Procedures, the College may choose to purchase the items from the contractor at the quoted prices. Contractor's invoices must be provided for review and comparison to the percentage markup listed.

If the items not specifically listed in the ITB exceed the Executive Order's competitive threshold, the required competition must be secured by the College.

Contractor is responsible to supply all necessary tools and for the transportation of personnel and equipment required to complete any project.

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

Bidder declares and represents that he; 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) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the College Purchasing Office and Facility Services.

By signing below, the Bidder agrees that he/she complies with all bid requirements, instructions, specifications, terms and conditions and special conditions as stated in the bid.

Signature _____

Title _____

Company _____

**Bid must be submitted on this form in its entirety with all categories assigned a rate.*

ATTACHMENT A: INDEMNICATION AGREEMENT

_____ **{Contractor/Vendor/Lessee}** 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, demands, expense 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/Vendor/Lessee}** its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by

_____ **{Contractor/Vendor/Lessee}** as a result of any claims, demands, suits and/or causes of action except those claims, demands, suits and/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. _____

{Contractors/Vendor/Lessee} 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, suites, or causes of action are groundless, false or fraudulent.

Accepted by:

Company Name

Signature

Title

Date Accepted

Is certificate of insurance attached? _____ YES _____ NO

****This form must be completed and submitted with your bid**

ATTACHMENT B: REFERENCE FORM

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)

(Contract Administrator)	

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)

(Contract Administrator)	

_____	_____
(Company Name)	(Facility Type)
_____	_____
(Address)	(Phone Number)

(Contract Administrator)	

****Form must be completed and submitted with the bid or your Bid will be rejected.***

END OF BID DOCUMENTS