

STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA  
A Member of the University of Louisiana System

**INVITATION TO BID  
TO FURNISH NORTH OAK PARK MAINTENANCE FOR THE  
PHYSICAL PLANT DEPARTMENT AND SOUTHEASTERN LOUISIANA UNIVERSITY**

ISSUING AGENCY: Southeastern Louisiana University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Humber  
Telephone: (985) 549-2064

PROCUREMENT SPECIALIST II: Monette Scott  
monette.scott@southeastern.edu  
Telephone: (985) 549-5324

ITB COORDINATOR: Carlos Doolittle, Physical Plant  
Telephone: (985) 549-3333

ITB RELEASE DATE: April 16, 2026

CONFERENCE DATE: April 22, 2026 --- **MANDATORY FOR ALL BIDDERS!**

CONFERENCE TIME: 9:00 a.m., Central Time

CONFERENCE MEETING PLACE: Southeastern Louisiana University  
Physical Plant  
2400 North Oak Street / Conference Room  
Hammond, LA

Failure to be represented at the mandatory  
Pre-bid conference shall cause rejection of  
the bid without further consideration.

Deadline for Fax Inquiry: April 23, 2026 **Fax 985-549-3810**

BID OPENING DATE: May 6, 2026

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University  
Purchasing Department  
Property Control & Supply Building  
2400 North Oak Street  
Hammond, Louisiana

**THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.**

This ITB is available in electronic format

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42>. It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

**STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

<p>Mail address: Southeastern LA University Purchasing Department SLU 10800 Hammond, LA 70402</p>	<p>Delivery: Southeastern LA University Purchasing Department Property Control &amp; Supply Bldg 2400 North Oak St Hammond, LA 70402</p>
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Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

## INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink or electronic signature by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) Bid contains no signature indicating intent to be bound; (2) Bid filled out in pencil; (3) Bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and timestamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

- 6) Notice of Special Programs Available for Small Business: <https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business>
- 7) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) 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 (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

## GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

## GENERAL CONDITIONS CONTINUED

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

11) Prohibition of Companies that discriminate against firearm and ammunition industries: In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees.

Unless otherwise exempted by law, submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association;
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

A Member of the University of Louisiana System

Rvsd. 03/2025

### CONFERENCE / ON-SITE MEETING

A \* MANDATORY \* pre-bid conference shall be conducted for the benefit of all Bidders on the date and time specified on the cover of the ITB. Bidders shall assemble in the designated location on the SOUTHEASTERN campus on the date and time specified and the Bidder should allow sufficient time to participate in the PRE-BID entire conference/inspection tour. Failure to be represented at the mandatory pre-bid conference/inspection tour shall result in rejection of the bid without further consideration. No other arrangements for an on-site inspection shall be made for any Bidder unable to attend on the date and time specified.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM**

BUSINESS NAME: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING CITY STATE ZIP

EMAIL: \_\_\_\_\_

**SCOPE OF WORK: Furnish North Oak Park Maintenance for the Physical Plant Department and Southeastern Louisiana University.**

**Contract term: July 1, 2026 through June 30, 2027.**

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

**OTHER REQUIREMENTS:**

Bidder shall include the cost of transportation and handling in the unit price of item offered - F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions shall be a part hereof.

**TO THE VENDOR:**

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

**TERMS:** Net 30 Prox., F.O.B. University, Hammond, LA 70402

**TAXES:** Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

SIGNATURE TO THE BID RESPONSE FORM SHALL BE CONSTRUED AS ACCEPTANCE OF THE FAXED RESPONSE IN ITS ENTIRETY.

AUTHORIZED OFFICER: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SCOPE OF WORK

### **Routine Maintenance**

1. Mow and string trim turf areas weekly during the growing season. Grass clippings must be dispersed evenly without leaving windrows or noticeable clumps. String trimming must be tidy and uniform with the mowing height. String trim ditches and the pond edge weekly.
2. Edge concrete areas.
3. Blow to remove debris from paved surfaces, including the asphalt walking path.
4. Pick up litter from the entire grounds at each visit.
5. Spray non-selective herbicide (such as glyphosate), as needed, to maintain aggregate areas and concrete cracks free of weeds. Spray an 8-inch strip under chain link fences (4 inches on each side of the fence.) Spray to create a "tree ring" around the base of each tree that is in open turf.
6. Prune low-hanging branches that obstruct mowing, and prune suckers from the base of crepe myrtles at the entry of the park.
7. Pick up fallen branches. These may be hauled to Southeastern's Compost Facility north of the park.

### **Special Notes**

1. Do not spray ditches with herbicide.
2. If an herbicide other than glyphosate is to be used on the site, the chemical and application method must be pre-approved by the contract coordinator for Southeastern.
3. Some areas of the park do not drain well and can become un-mowable in extremely rainy times. The contract coordinator must be notified if these areas are not mowed weekly. In extremely rainy times, if unable to mow for three weeks, large areas may have to be "mowed" with string trimmers. Drainage improvements are intended, but may not be performed this year.
4. Removal of cattails from the pond edge is not included in this project.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM**

**Service is to be provided weekly March through November (39) and once per month in December, January, and February—for a total of 42 service visits per year. Service is to be billed monthly after the service is performed.**

**Approximately 42 service visits X \$ \_\_\_\_\_ Total \$ \_\_\_\_\_**

**In addition to the price for annual maintenance, a price is requested for a one-time, initial clean up.**

**Total \$ \_\_\_\_\_**

**Term Contract**

The contract period will be July 1, 2026 through June 30, 2027.

If mutually agreeable, this contract may be extended for four (4) additional twelve (12) month periods at the same prices, terms and conditions.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature at all times. If the Legislature fails to appropriate sufficient monies to provide for the continuation of a contract, the contract shall terminate on the date of the beginning of the fiscal year for which funds are not appropriated.

Written request for price changes after the initial or any subsequent renewal period must be in writing to the Purchasing Department. Any increase will be based on vendor's actual cost increase, as shown in written documentation. All requests for a price increase shall not constitute an increase in profit, and must contain data establishing or supporting an uncontrolled government or consumer price index increase as outlined hereafter.

**Uncontrolled Tax Increase.** In the event of a change in Social Security Administration taxes or federal or state unemployment taxes, or the imposition of additional federal, state or local payroll taxes applicable to Vendor in connection with those concerned employees under the contract, the labor cost portion of the monthly, annual or other applicable amount will be adjusted based on actual documented changes in costs for concerned employees under the contract. In the event of a change in the federal, state or local minimum wage rates, applicable to Vendor with concerned employees under the contract, the labor cost portion of the monthly, annual or other applicable amount will be adjusted based on actual documented changes in minimum wage rates for those concerned employees under the contract. Any such adjustment will be effective beginning on the later of (1) the date such cost changes went into effect, or (2) the date Vendor notified University of the change.

Consumer Price Index Increase: If University elects to renew the Agreement beyond the Initial Term or any subsequent Renewal Term, the contract renewal will allow for a monthly, annual or other applicable amount increase not to exceed the percentage by which the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index, All Urban Consumers, U.S. City Average, All Items (“CPI-U”), Not Seasonally Adjusted, listed for the preceding twelve (12) months annual percent change. If the applicable CPI-U decreases, then the monthly, annual or other applicable amount for the additional Renewal Term will remain the same without increase or decrease in prices.

**BID RESPONSE SUBMITTED BY:**

AUTHORIZED OFFICER: \_\_\_\_\_  
(SIGNATURE) (PRINT OR TYPE NAME)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM CONTINUED

**INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

The Contractor, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

- A. **Workers Compensation Insurance: shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included.**

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

- B. **Commercial General Liability Insurance: including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual 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.**

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

- C. **Automobile Liability Insurance: shall have a minimum combined single limit per occurrence of \$1,000,000. The 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 the following automobile coverage classes: 1. Owned automobiles 2. Hired automobiles 3. Non-owned automobiles Location of operations shall be "All Locations"**

The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor.

- D. An Umbrella Policy may be used to meet minimum requirements.

Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the University.

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of the bid without further consideration.

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder.

WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY – STATUTORY MINIMUM COVERAGE

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer’s Address: \_\_\_\_\_

Check Insurer’s A.M. Best Rating: [ ] A Level / [ ] B, C, D, E, F Level  
Check Best Financial Size Category Rating: [ ] VI or Greater / [ ] V or Less

If Not A.M. Best Rated – State Type of Insurer: \_\_\_\_\_

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_

COMMERCIAL GENERAL LIABILITY – \$1,000,000 MINIMUM COVERAGE

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer’s Address: \_\_\_\_\_

Check Insurer’s A.M. Best Rating: [ ] A Level / [ ] B, C, D, E, F Level  
Check Best Financial Size Category Rating: [ ] VI or Greater / [ ] V or Less

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_

AUTOMOBILE LIABILITY – \$1,000,000 MINIMUM COVERAGE

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer’s Address: \_\_\_\_\_

Check Insurer’s A.M. Best Rating: [ ] A Level / [ ] B, C, D, E, F Level  
Check Best Financial Size Category Rating: [ ] VI or Greater / [ ] V or Less

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_



## INDEMNIFICATION AGREEMENT

The Contractor/Vendor hereinafter referred to as PROVIDER shall execute the below Indemnification Agreement prior to furnishing services.

PROVIDER 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 PROVIDER, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by PROVIDER as a result of any claims, demands, suits, or causes of action except of 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, its agents, servants, employees, and volunteers. PROVIDER 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. The State of Louisiana may, but is not required to, consult with the PROVIDER in defense of claims, but this shall not affect the Provider's responsibility for the handling of and expenses for all claims.

Accepted by:

\_\_\_\_\_  
Provider (Name of Business)

\_\_\_\_\_  
Signature (Authorized Officer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Accepted

CONTRACT FOR:           Southeastern Louisiana University          

CONTRACT NO.: \_\_\_\_\_

PURPOSE OF CONTRACT:

**North Oak Park Maintenance**

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