

**Southern University and A&M College Purchasing Department
PO Box 9534-Baton Rouge, LA 70813
225-771-2804**

**VENDOR INSTRUCTION AND INFORMATION FORM
EMERGENCY PROJECTS**

PROJECT: FLOORING

LOCATION: DORMITORIES

**Grandison Hall (1st & 2nd Floors), Reed Hall (1st & 2nd Floors), Jones
Hall (1st Floor)**

BID NUMBER 10355

MATERIALS & WORKMANSHIP:

The work will be done in accordance with all local, state and federal codes, laws and regulations, whether called for in these specifications or not. All materials and apparatus required for the work will be of the quality specified, furnished, delivered, erected, connected and finished in every detail and will be so select and arranged to fit properly in the building space, etc. All work will be executed by competent workmen and in a thorough, substantial and workmanlike manner.

Examination of Site

Company shall visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under the contract.

Scope:

**Tile replacement-1000 feet around the walls & 500 feet on the floors
Shower heads for Reed Hall**

**Grandison Hall
1st Floor-16 Rooms
Cost\$ _____**

**Grandison Hall
2nd Floor-20 Rooms**

**Reed Hall
1st Floor
Cost\$ _____**

**Reed Hall
2nd Floor
Cost\$ _____**

Southern University and A&M College Purchasing Department
PO Box 9534-Baton Rouge, LA 70813
225-771-2804

US Jones Hall

1st Floor

Cost \$ _____

Demolition:

Mask and protect doors, windows and ceilings

Remove existing tile-35 rooms

Dispose of old tile

Installation:

Install new vinyl plank flooring-35 rooms

Clean the floors

All work to specifications

Contractor shall comply with all State/Local Fire Marshal codes

Contractor shall comply with all underground standards

Contractor shall comply with ADA regulations, where applicable

Contractor shall contact Louisiana One Call, before digging

Warning signs shall be on display

Unforeseen issues will cause a review of the proposal

Note to vendor: Any unforeseen issues shall be reported to project manager/contact. If this causes the price to increase, a written quote needs to be issued and should be reported to all contact(s).

Project contacts:

Tracie Abraham and Lisa Hammond 225-771-3590 (Residential Housing)

Payment Terms

Payment shall be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by **L.R.S. 39:1695**.

Tobacco-Free Policy

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the University; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

Southern University and A&M College Purchasing Department
PO Box 9534-Baton Rouge, LA 70813
225-771-2804

Prohibition of Discriminatory Boycotts of Israel

In accordance with R.S. 39:1602.1, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

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

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

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

INSURANCE:

A current insurance certificate with Southern University as the certificate holder shall be sent to the Purchasing Department before starting project. Contractor will maintain insurance coverage until project is completed.

CLEAN-UP:

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

The contractor shall plan projects in a way to interfere as little as possible with normal operations of the areas and must exert effort to expedite completion of the work once it starts.

Southern University and A&M College Purchasing Department
PO Box 9534-Baton Rouge, LA 70813
225-771-2804

COMPANY'S NAME _____

SIGNATURE _____

PRINT NAME _____

LICENSE NUMBER _____

JOB SITE VISIT

**PROJECT: FLOORING
LOCATION: DORMITORIES
BID NUMBER 50016-10355**

**MANDATORY SITE VISIT DATE: JUNE 22, 2026 @ 10:00 AM
LATE ARRIVALS CANNOT PARTICIPATE IN THE BID PROCESS**

It is the responsibility of the bidder to inspect job site verify any measurements and/or supplies needed prior to submitting a bid price on this project. Each bidder shall fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. If vendor finds conditions that disagree with the physical layout as described in the bid, or any other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted as specified. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

JOB SITE VISIT LOCATION:

Physical Plant Department
Benjamin H. Kraft Building
515 James L. Hunt Street
Southern University
Baton Rouge Campus
Site Telephone No. 225-771-4741 or 771-6241

The signed statement certifies the vendor's name listed below, has visited the proposed site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

COMPANY _____

BY _____

DATE _____

Note: Questions not answered at Site Visit or any additional questions shall be submitted in writing to the Director of Purchasing, Linda A. Antoine at linda_antoine@subr.edu.

Note: Responses to inquiries/Addenda are posted on LaPAC (LA Procurement Website) LA State Procurement website:

<https://www.cfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

It is the responsibility of the vendor to check LAPAC for addenda.

JOB SITE VERIFIED BY DESIGNATED SOUTHERN UNIVERSITY EMPLOYEE:

SIGNATURE

Return this form with bid