STATE OF LOUISIANA

Office of State Procurement
INVITATION TO BID

RESPONSES MUST BE RECEIVED BY
11/24/2026
02:00 PM CST

TO SUBMIT AN ELECTRONIC ONLINE RESPONSE CLICK THE LINK BELOW

SUBMIT FAX RESPONSE TO:
Fax Number: 225-342-9756

SUBMIT NON-ELECTRONIC RESPONSE TO:
Office of State Procurement
1201 N. Third Street, Suite 2-160
Baton Rouge, LA 70802

RFx Number: 3000026895
Version: 1
Buyer: CHASE WILLIAMS
Buyer Phone: 225-342-4832
E-Mail: chase.williams@la.gov
Scheduled Begin Date:
Scheduled End Date:
T-Number:

Vendor No.:_____
Solicitation: 3000026895
Opening Date: 11/24/2026

Vendor Name and Address: (to be completed by Vendor)

Ship To Address:
Danielle Matherne
DOC LA STATE PENITENTIARY-915 WAREHOUSE
17544 TUNICA TRACE - HWY 66
ANGOLA, LA 70712

ONLINE BID RESPONSE LINK
https://lagoverpvendor.doa.louisiana.gov/rfx?sapsrm_boid=1E947E482E021FE1B7D7825B615D9013

QUESTIONS TO BE COMPLETED BY VENDOR		Required
1._____	Have you reviewed all attachments to the bid invitation and answered all questions?	YES
2._____	Have you entered pricing, or attached the pricing sheet (if applicable) to the bid response?	YES
3._____	Have you attached / included all required files to the bid response?	YES
4._____	Have you attached the signature page to the bid response?	YES
5._____	Delivery will be made this number of days After Receipt of Order (ARO)	NO
6._____	%discount for payment made within 30 days. Discounts for payment made in less than 30 days, of less than 1%, or applicable to an indefinite quantity contract will be accepted but will not be an award consideration.	NO

Name of Solicitation: *Fax Bid* Optical Equip & Install - DOC

RFx text:
**********FAX BID**********
This is an online bid opportunity. Bidders are invited to submit bids online via the link on this bid

VENDOR TELEPHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
Signature of Authorized Bidder	Name of Bidder (Typed or printed)	

invitation. Online bidding instructions are attached to this bid invitation. All vendors must be registered in the LaGov system in order to: submit an online bid, have their bids tabulated by our office, and to receive automatic email notifications of bid opportunities.

To register as a vendor, access the following link:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Please include a W-9 form with your bid if you are newly registered. Do not register again if you are already registered in the system.

Please print all attachments to ensure all documents related to this solicitation are reviewed prior to bidding.

All documents associated with this solicitation should be included in the bidder's submission.

Bid Documents Include:
Attachment A - Special Terms and Conditions - Pages 1-11
Attachment B - Online Bidding Instructions - Pages 1-10

Bid delivery instructions for the Office of State Procurement:
Refer to Page 1 in Attachment A - Special Terms and Conditions
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Method of Award:
It is the intent of the State to award this contract on an all-or-none basis to the overall lowest responsive, responsible bidder meeting the specifications. The State further reserves the right to reject individual line items from the award.

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
1	Product Category:23151700 Automatic Exam Chair Brand: Marco or Equal Model: Encore Automatic Chair Model or Equal Model Number: CS0MA1220WG or Equal Color: Black Lift Capacity: Minimum 330 lbs. Ground to Seat: Min 21" Max 32" Fuses: 8A 250V Input Voltage: 120 VAC 60 Hz Hydraulic recline and lift, backlit flat overlay switches on both sides of chair, and locking headrest Fingertip chair elevation and auto return switches on each side and on Provided corded foot switch Hydraulic system that controls both elevation and recline motion Programmable recline positions, auto recline/return, and safety functions Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify Color Bidding: _____ Specify Lift Capacity Bidding: _____ Specify Ground to Seat Bidding: _____ Specify Fuses Bidding: _____ Specify Input Voltage Bidding: _____ Specify if model bidding includes Hydraulic recline and lift, backlit flat overlay switches on both sides of chair, and locking headrest: Yes: ____ No: ____ Specify if model bidding includes Fingertip chair elevation and auto-return switches on each side and on the provided corded foot switch: Yes: ____ No: ____ Specify if model bidding includes a hydraulic system that controls both elevation and recline motion: Yes: ____ No: ____ Specify if model bidding includes programmable recline positions, auto recline/return, and safety functions:	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Yes: ___ No: ____ Specify Warranty Bidding: _____ Specify Delivery ARO Bidding: _____				
2	Product Category:23151700 Instrument Stand with Refractor Arm Brand: Marco or Equal Model: Deluxe Instrument Stand or Equal Model Number: CS0MA1207WGFG or Equal Unit Base: 21.25" x 21.25" Console height: 33.5" Power: AC 120V, 50/60 Hz Slit Lamp Arm: Capacity: up to 60 lbs. Range: Minimum 13" Refractor Arm Capacity: up to 12 lbs. Range: Minimum 8" Instrument console Lower silt lamp arm with integrated connection for silt lamps and modified refractor arm/instrument pole that routes exposed cables. Full-featured flat overlay switch panel controls silt lamp, chart projector, accessory instrument, overhead room lights, lamp brightness, chair elevation, and voltage for a corded instrument. Counterbalanced refractor arm provides one-handed, three-way locking for refractor. Electronic release button for slit lamp adjustments and chair elevation switch located on lower slit lamp arm Integrated low-voltage adapter plug for slit lamps. Overhead lamp Instrument pole with pre-cut holes Three rechargeable instrument wells and three 115v electrical outlets. Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Unit Base Bidding: _____ Specify Unit Console Height Bidding: _____ Specify Unit Power Bidding: _____ Specify Slit Lamp Arm Capacity Bidding: _____ Specify Slit Lamp Arm Range Bidding: _____ Specify Refractor Arm Capacity Bidding: _____ Specify Refractor Arm Range Bidding: _____ Specify if model bidding includes an instrument console: Yes: ____ No: ____ Specify if model bidding includes a lower silt lamp arm with integrated connection for slit lamps and modified refractor arm/instrument pole that routes exposed cables: Yes: ___ No: ___ Specify if model bidding includes full-featured flat overlay switch panel controls silt lamp, chart projector, accessory instrument, overhead room lights, lamp brightness, chair elevation, and voltage for a corded instrument: Yes: ___ No: ____ Specify if model bidding includes counterbalanced refractor arm providing one-handed, three-way locking for refractor: Yes: ____ No: ____ Specify if model bidding includes electronic release button for slit lamp adjustments and chair elevation switch located on lower slit lamp arm: Yes: ____ No: ____ Specify if model bidding includes integrated low-voltage adapter plug for slit lamps: Yes: ___ No: ___ Specify if model bidding includes an overhead lamp: Yes: ____ No: ____ Specify if model bidding includes an instrument pole with pre-cut holes: Yes: ____ No: ____ Specify if model bidding includes three rechargeable instrument wells and three 115v electrical outlets:				

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery ARO Bidding: _____				
3	Product Category:23151700 Illuminated Manual Refractor Brand: Marco or Equal Model: Illuminated Manual Refractor or Equal Model Number: RE0MART700M or Equal Sphere Power Range: +16.75 to –19.00 Diopters Step: 0.25 Diopters Cylinder Power Range: 0.00 to ±6.00 diopters 0.00 to ±8.00 diopters with additional lens of ±2.0 diopters) Cylinder Axis: 0 to 180º, 5º steps# PD Adjustment: 48–75 mm, 1 mm steps Convergence Adjustment: Infinity to 400mm Vertex Distance: 13.75mm from apex of Cornea Auxiliary Lens Dial Power Supply: Input: 100V to 240V, 4763 hz, .29-.16a Output: 9V 1.33 A Includes standard accessories: Allen wrench, near point card holder, power transformer, accessory lens set, reading rod, face shields, dust covers, power cord tube, power cord clips 5-year limited warranty Adjustable LED illumination for sphere, cylinder, and axis measurements White, prism, accessory, and cross cylinder scales in dim lighting Wing grip design Fully synchronized axis/cross cylinder system Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify Sphere Power Range Bidding: _____ Specify Step Bidding: _____ Specify Cylinder Power Range Bidding: _____ Specify Cylinder Axis Bidding: _____	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify PD Adjustment Bidding: _____ Specify Convergence Adjustment Bidding: _____ Specify Vertex Distance Bidding: _____ Specify if model bidding includes Auxiliary Lens Dial: Yes: ____ No: ____ Specify Power Supply Input Bidding: _____ Specify Power Supply Output Bidding: _____ Specify if model bidding includes standard accessories: Allen wrench, near point card holder, power transformer, accessory lens set, reading rod, face shields, dust covers, power cord tube, power cord clips: Yes: ____ No: ___ Specify if model bidding includes 5-year limited warranty: Yes: ___ No: ___ Specify if model bidding includes adjustable LED illumination for sphere, cylinder, and axis measurements: Yes: ____ No: ___ Specify if model bidding includes White, prism, accessory, and cross cylinder scales in dim lighting: Yes: ____ No: ___ Specify if model bidding includes Wing grip design: Yes: ____ No: ___ Specify if model bidding includes a fully synchronized axis/cross cylinder system: Yes: ___ No: ___ Specify Delivery Days ARO Bidding: _____				
4	Product Category:23151700 LCD Acuity System Brand: Marco or Equal Model: SC-1600 or Equal Model Number: 6060R or Equal Type: 17" SXGA LCD with backlight Resolution: 1280 x 1024 pixels Charts: Type M, Type UK, Type P, Type T	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Power supply: AC100 V -240 V, 50/60 HZ 33 Snellen, ETDRS, and stereo testing options for binocular vision examinations High-resolution display Contrast sensitivity testing: measures contrast at three levels below normal threshold Remote includes LCD chart display window for operator reference Add personalized images on removable SD card Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify Type Bidding: _____ Specify Resolution Bidding: _____ Specify Charts Bidding: _____ Specify Power Supply Bidding: _____ Specify if model bidding includes 33 Snellen, ETDRS, and stereo testing options for binocular vision examinations: Yes: ____ No: ___ Specify if model bidding includes High-resolution display: Yes: ____ No: ___ Specify if model bidding includes contrast sensitivity testing: measures contrast at three levels below normal threshold: Yes: ____ No: ___ Specify if model bidding includes remote LCD chart display window for operator reference: Yes: ____ No: ___ Specify if model bidding includes adding personalized images on a removable SD card: Yes: ____ No: ___ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____				
5	Product Category:23151700 Autorefractors & Keratometers Brand: Marco or Equal	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Model: HandyRef-K Portable ARK or Equal Model Number: AR0NKHANDYREFK or Equal Range Sphere: -20.00 to +20.00 D, cylinder 0 to 12.00 D Interface: USB 1 port, wireless LAN Power Battery Pack: Lithium-ion battery Station Feed: DC 9 V 2A Power Supply: AC 100 to 240 V, 50/60 Hz Standard accessories: occluder (2 units), neck strap, power cord, connection cable, battery pack, dust cover, spherical model eye, contact lens holder With flow sheet Button layout for one-handed operation Full graphic 3.5" LCD color screen with auto shot mode Pupil size measurement Retro illumination image observation Axis correction function R/L auto detection Keratometry measurement with mire ring Removable magnetic occluders Superluminescent diode (SLD), CCD camera Synchroscan technology Supine position mode Focusing indicator Memory data management- 50 patients saved in main body memory Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify Range Sphere Bidding: _____ Specify Interface Bidding: _____ Specify Power Battery Pack Bidding: _____ Specify Station Feed Bidding: _____ Specify Power Supply Bidding: _____ Specify if model bidding includes standard accessories: occluder (2 units), neck strap, power cord, connection cable, battery pack, dust cover, spherical model eye, contact lens holder: Yes: ____ No: ___ Specify if model bidding includes flow sheet: Yes: ____ No: ___				

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify if model bidding includes button layout for one-handed operation: Yes: ____ No: ___ Specify if model bidding includes full graphic 3.5" LCD color screen with auto shot mode: Yes: ___ No: ___ Specify if model bidding includes pupil size measurement: Yes: ___ No: ___ Specify if model bidding includes retro illumination image observation: Yes: ___ No: ___ Specify if model bidding includes Axis correction function: Yes: ___ No: ___ Specify if model bidding includes R/L auto detection: Yes: ___ No: ___ Specify if model bidding includes Keratometry measurement with mire ring: Yes: ___ No: ___ Specify if model bidding includes Removable magnetic occluders: Yes: ___ No: ___ Specify if model bidding includes Superluminescent diode (SLD), CCD camera: Yes: ___ No: ___ Specify if model bidding includes Synchroscan technology: Yes: ___ No: ___ Specify if model bidding includes Supine position mode: Yes: ___ No: ___ Specify if model bidding includes focusing indicator: Yes: ___ No: ___ Specify if model bidding includes Memory data management- 50 patients saved in main body memory: Yes: ____ No: ___ Specify Warranty Bidding: _____				

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify Delivery Days ARO Bidding: _____				
6	Product Category:23151700 Slit Lamp Brand: Marco or Equal Model: Ultra M5 Slit Lamp or Equal Model Number: SL0MAM5U or Equal Cable-free design 5-step magnification LED illumination Five power Galilean optics- 6.3x, 10x, 16x, 25x, 40x Cobalt blue, red-free, blue LED correction, and yellow light filters Tower style with tilt, single-element illumination Slit width: 0- 14 mm continuous variable Power supply: AC100V-240V Diopter adjustable range +/- 7 diopters Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify if model bidding includes Cable-free design: Yes: ___ No: ___ Specify if model bidding includes LED illumination: Yes: ___ No: ___ Specify if model bidding includes five-power Galilean optics: 6.3x, 10x, 16x, 25x, 40x: Yes: ___ No: ___ Specify if model bidding includes cobalt blue, red-free, blue LED correction, and yellow light filters: Yes: ___ No: ___ Specify if model bidding includes Tower style with tilt, single-element illumination: Yes: ___ No: ___ Specify if model bidding includes Slit width: 0- 14 mm continuous variable: Yes: ___ No: ___ Specify Power Supply Bidding: _____	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify if model bidding includes Diopter adjustable range +/- 7 diopters: Yes: ___ No: ___ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____				
7	Product Category:23151700 Tanometer Mount Brand: Marco or Equal Model #: SL1MA1687 or Equal *Must be compatible with Line #6 (Slit Lamp) Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify if the model is compatible with Line #6 (Slit Lamp): Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____	1	EA	_____	_____
8	Product Category:23151700 Applanation Tonometer Brand: Marco or Equal Model: AT-9 Applanation Tonometer or Equal Model Number: TO0MA1686 or Equal *Must be compatible with Line #6 (Slit Lamp) Depression area: 7.354mm2 Diameter of measurement depression area: 3.06mm Measurement range: 0-80mmHg Minimal scale: 2mmHg Check weight & check weight holder Two measuring standard prisms Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify if the model bidding is compatible with Line #6 (Slit	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Lamp): Yes: ____ No: ____ Specify Depression Area Bidding: _____ Specify Diameter of Measurement Depression Area Bidding: _____ Specify Measurement Range Bidding: _____ Specify Minimal Scale Bidding: _____ Specify if the model bidding includes weight & check weight holder: Yes: ___ No: ____ Specify if the model bidding includes measuring standard prisms: Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____				
9	Product Category:23151700 Ophthalmoscope Head Brand: Welch Allyn or Equal Model: 11720 or Equal Model Number: HI0WA11720LED or Equal Cobalt blue filter for detecting corneal abrasions Ophthalmoscope heads feature 18 unique aperture/filter combinations for versatility Polarizing filter virtually eliminates corneal reflection Compatible with Welch Allyn 3.5 V power sources Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify if the model bidding includes a cobalt blue filter for detecting corneal abrasions: Yes: ____ No: ____ Specify if the model bidding includes Ophthalmoscope heads feature 18 unique aperture/filter combinations for versatility: Yes: ____ No: ___	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Specify if the model bidding includes a polarizing filter that virtually eliminates corneal reflection: Yes: ____ No: ____ Specify if the model bidding includes compatibility with Welch Allyn 3.5 V power sources: Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____				
10	Product Category:23151700 Retinoscope Head Brand: Welch Allyn or Equal Model: 18245 or Equal Model Number: HI0WA18245HAL or Equal Enhanced light output offers 2.8 times the brightness of standard retinoscopes Crossed Linear Polarizing Filter: Eliminates bothersome glare caused by trial lenses, leading to more accurate and precise examinations. External Focusing Sleeve: Enhances comfort and maneuverability during the examination, allowing easy, precise focus adjustments. Sealed Optics: Sealed optics keep the lenses cleaner, ensuring more effective and reliable examinations by preventing dust and debris from affecting the optics. Specify if the model bidding includes compatibility with Welch Allyn 3.5 V power sources Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify if the model bidding includes enhanced light output offers 2.8 times the brightness of standard retinoscopes: Yes: ___ No: ___ Specify if the model bidding includes a Crossed Linear Polarizing Filter that Eliminates bothersome glare caused by trial lenses, leading to more accurate and precise examinations: Yes: ____ No: ____ Specify if the model bidding includes an External Focusing Sleeve that Enhances comfort and maneuverability during the examination, allowing easy, precise focus adjustments:	1	EA	_____	_____

LINE	Description	Quantity	Unit	Unit Price	Extended Amount
	Yes: ___ No: ___ Specify if the model bidding includes a Sealed optics keep the lenses cleaner, ensuring more effective and reliable examinations by preventing dust and debris from affecting the optics: Yes: ____ No: ____ Specify if the model bidding includes compatibility with Welch Allyn 3.5 V power sources: Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____				
11	Product Category:23151700 NiCad Well Handle Brand: Welch Allyn or Equal Model: 71670 or Equal Model Number: HI0WA71670NI or Equal Rechargeable power source that fits 3.5 V instrument heads Specify Brand Bidding: _____ Specify Model Bidding: _____ Specify Model Number Bidding: _____ Specify Rechargeable power source that fits 3.5 V instrument heads: Yes: ____ No: ____ Specify Warranty Bidding: _____ Specify Delivery Days ARO Bidding: _____	1	EA	_____	_____
12	Product Category:23151700 Installation The successful vendor will ship all items to the end-user location and then send a technician to install. *Please see Attachment A – Pages 7- 10 for insurance requirements due to installation. Please confirm if the bid includes installation: Yes: ____ No: ____	1	EA	_____	_____

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.

2. ALL BID PRICES MUST BE TYPED, WRITTEN IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.

3. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.

4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.

5. AMOUNT OF BID BOND REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.

6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.

7. DESIRED DELIVERY: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION.

8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL TERMS AND CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

9. IMPORTANT: BY SIGNING THE BID OR SUBMITTING THE BID ONLINE VIA THE VENDOR PORTAL (WHICHEVER IS APPLICABLE) THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE, BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE IN INK, TYPEWRITTEN, OR SUBMITTED ONLINE VIA THE VENDOR PORTAL, WHICHEVER IS APPLICABLE.

10. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

11. CONFERENCE: ADDRESSED IN THE SPECIAL TERMS AND CONDITIONS SECTION IF APPLICABLE.

12. **BID FORMS**

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
B. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS

BIDS MUST BE FAXED TO THE NUMBER INDICATED, RECEIVED AT THE ADDRESS SPECIFIED, OR SUBMITTED VIA THE ONLINE VENDOR PORTAL, AS SPECIFIED IN THE SOLICITATION, WHICHEVER IS APPLICABLE, PRIOR TO TIME AND DATE INDICATED IN ORDER TO BE CONSIDERED. FAX ALTERATIONS, NOT INVOLVING PRICING, TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED THE BID FORM AND FAXED ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE THE BID OPENING. ENTIRE BID SHOULD BE RETURNED, EXECEPT ITEM PAGES NOT BID.

13. **STANDARDS OF QUALITY**

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFCATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, AND ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST 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.

14. **DESCRIPTIVE INFORMATION**
BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER SHOULD STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

15. RECEIPT OF FAX BIDS
NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED IN IN ACCORDANCE WITH LA R.S. 44.1. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS.

16. **PRICES**
UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

17. **DELIVERIES**
BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

18. **TAXES**
VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

19. **NEW PRODUCTS**
UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, 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. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFED IN THE SOLICITATION.

20. **CONTRACT RENEWALS**
UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.

21. **CONTRACT CANCELLATION**
THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS:

(A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

22. **DEFAULT OF CONTRACTOR**

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED OR TO PROVIDE THE SERVICES AS SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE 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.

23. **ORDER OF PRIORITY**

IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL TERMS AND CONDITIONS, THE SPECIAL TERMS AND CONDITIONS SHALL GOVERN.

24. **APPLICABLE LAW**

ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

25. **COMPLIANCE WITH CIVIL RIGHTS LAWS**

BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, DISABILITY, OR AGE IN ANY MATTER RELATING TO EMPLOYMENT. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

26. **ADA ACCESSIBILITY REQUIREMENTS**

IF APPLICABLE, THE CONTRACTOR WARRANTS IT WILL COMPLY WITH FEDERAL AND STATE DISABILITIES LAWS AND REGULATIONS AND ALSO WARRANTS THAT THE PRODUCTS AND SERVICES PROVIDED CONFORM TO THE APPLICABLE ACCESSIBILITY REQUIREMENTS OF WCAG 2.1 LEVEL AA OR THE MOST CURRENT VERSION (THE “ACCESSIBILTY STANDARDS”), SECTION 508 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. THE CONTRACTOR AGREES TO PROMPTLY RESPOND TO AND RESOLVE ANY COMPLAINT REGARDING ACCESSIBILITY OF ITS PRODUCTS AND SERVICES. IF AT ANY TIME, PRODUCTS AND SERVICES PROVIDED UNDER THIS CONTRACT DO NOT FULLY CONFORM TO THE ACCESSIBILITY STANDARDS, CONTRACTOR SHALL IMMEDIATELY ADVISE THE STATE OF LOUISIANA OFFICE OF STATE PROCUREMENT (THE “STATE”) IN WRITING OF THE NONCONFORMANCE AND SHALL PROVIDE THE STATE A PLAN TO ACHIEVE CONFORMANCE TO THE ACCESSIBILITY STANDARDS, INCLUDING BUT NOT LIMITED TO, AN INTENDED TIMELINE FOR CONFORMANCE. CONTRACTOR FURTHER AGREES TO INDEMNIFY AND HOLD HARMLESS THE STATE FROM ANY CLAIMS OR DAMAGES ARISING OUT OF ITS FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS PARAGRAPH. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL CONSTITUTE A MATERIAL BREACH OF THIS CONTRACT AND MAY BE GROUNDS FOR TERMINATION OF THIS CONTRACT BY THE STATE.

27. **INDEMNITY**

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

28. IN ACCORDANCE WITH THE PROVISIONS OF R.S. 39: 2192, IN AWARDING CONTRACTS AFTER AUGUST 15, 2010, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT A PROPOSAL OR BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE, HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

29. **FEDERAL CLAUSES, IF APPLICABLE**

ANTI-KICKBACK CLAUSE
THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUBGRANTEE SHALL BE PROHIBITED FROM INDUCING, BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

CLEAN AIR ACT
THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN AIR ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ENERGY POLICY AND CONSERVATION ACT
THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163).

CLEAN WATER ACT
THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ANTI-LOBBYING AND DEBARMENT ACT
THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

30. **SECRETARY OF STATE REGISTRATION**
IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (SEE, LA R.S. 12:262.1) AND LIMITED LIABILITY COMPANIES (SEE, LA R.S. 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A PURCHASE ORDER AND/OR CONTRACT OVER $25,000.

31. ALL BID AMOUNTS SHALL BE SUBMITTED IN UNITED STATES DOLLARS.

32. **INDEPENDENT PRICE DETERMINATION**
BY SIGNING AND SUBMITTING A BID, THE BIDDER CERTIFIES THAT THE PRICE SUBMITTED WAS INDEPENDENTLY ARRIVED AT WITHOUT COLLUSION.

33. E-VERIFY
THE CONTRACTOR SHALL COMPLY WITH THE PROVISIONS OF LA R.S. 23:995 AND FEDERAL LAW PERTAINING TO E-VERIFY IN THE PERFORMANCE OF SERVICES UNDER THE CONTRACT.