

March 22, 2024

ADDENDUM NO. 2

PROPOSAL FOR FURNISHING THEATRE EQUIPMENT FOR THE UNIVERSITY OF LOUISIANA AT LAFAYETTE IN LAFAYETTE, LOUISIANA, AS DESCRIBED IN THE BID SPECIFICATIONS.

Due Tuesday, March 26, 2024 2:00PM Solicitation No. 24020

The following clauses/alterations shall be made part of the original specifications as though issued at the same time and shall be incorporated integrally therewith.

Item No. 1. – Revised bid sheet.

Addendum No. 1 added requirements to the parts list. Please use the attached revised bid sheets when submitting your bid.

Be advised that use of the wrong bid sheet will not be cause for rejection of bid. However, all Bidders must include cost of accessories, components, parts, and supplies needed to complete all deliverables mentioned in the bid specifications as well as in any and all published addenda. Additional charges will not be accepted after the bid submission deadline unless charges are found to be outside the original scope of work.

Bid deadline: 3/26/2024 2:00PM Bid opens: 3/26/24 4:00PM

For questions related to bidding these projects, please contact the UL Lafayette Purchasing Department at BidQuestions@louisiana.edu. Business hours are Mon-Thu 7:30am – 5:00pm CST (lunch 11:45-12:30); Fri 7:30am -12:30pm.

ACKNOWLEDGEMENT: If you have already submitted your bid, and this Addendum creates a need to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be submitted/delivered PRIOR to bid due date and time, by email. Bid revisions received after bid due date and time cannot be considered, whereupon the bidder must either honor or withdraw its original bid. If you have already submitted your bid and this addendum does not cause you to revise your bid, acknowledge receipt of this addendum by signing below and returning it to the Purchasing Department prior to bid due date.

Marie C. Frank, MPA, CPPB
Assistant Vice President for Administration & Finance
University of Louisiana at Lafayette
Department of Purchasing

Firm Name: _____ **Signature:** _____

REVISED BID SHEET

WE PROPOSE TO FURNISH THEATRE EQUIPMENT IN STRICT ACCORDANCE WITH THE AFOREMENTIONED CONDITIONS AND SPECIFICATIONS FOR THE TOTAL SUM OF...

QTY	DESCRIPTION	SKU FOR ITEM QUOTED	UNIT PRICE	EXT. TOTAL
16	CHAUVET R2X WASH RGBW LED MOVINGHEAD WASHLIGHT/REG		\$	\$
2	CHAUVET POWERFUL 120W LED FLEXIBILITY WITH DMX/REG		\$	\$
4	CHAUVET ROGUE R2X SPOT – BLACK/REG		\$	\$

Please list accessories and parts needed to make compliant with Addendum No. 1. If more space is needed, list additional items and prices in comments below.

QTY	DESCRIPTION	SKU FOR ITEM QUOTED	UNIT PRICE	EXT. TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
	SHIPPING/HANDLING		\$	
	ADDITIONAL FEES:		\$	
	GRAND TOTAL:		\$	

Bidder comments:

Description of Included Warranty: _____

Lead time: _____ **BUSINESS DAYS**

Payment terms: NET 30 FOB UL-Lafayette

BID SUBMISSION CHECKLIST

- | | |
|--|---|
| _____ Certification statement w/original signature | _____ Bid prices provided <u>on the bid sheet(s)</u> provided |
| _____ Illustrative materials for “equivalent” offers | _____ Bid submitted to ULLafayetteBids@louisiana.edu |
| _____ Solicitation/Bid/File Number (24020) in subject line | |

BID AWARD: The University reserves the right to award proposal on an individual item basis, a combination of items basis, or as a total package to one vendor, whichever is in the best interest of the University. Quantities are approximate

REVISED BID SHEET (continued)

and are not guaranteed by the University. The University reserves the right to increase or reduce quantity as needed if in the best interest of the University.

BID SUBMISSION DEADLINE:
 Bid submissions for this solicitation are **due on Tuesday, March 26, 2024 at 2:00PM CST** – must be received electronically at ULLafayetteBids@louisiana.edu. There are no exceptions to this deadline.

BID OPENING:
 The public bid opening will take place on **Tuesday, March 26, 2024 at 4:00PM CST** on Zoom, which is available for viewing by registering at:
<https://ullafayette.zoom.us/meeting/register/tJlpcO2vrzItGtX2eNmngx13Xfsfr6TLscEw>

ZOOM MEETING ID: 964 7471 9701 PASSWORD: 24020

Opening of the bid submissions begins at five (5) minutes past the hour.

For further information about the bid or to view job/delivery site, prospective bidder is to email the Buyer of record, lorita.raymond@louisiana.edu.

Bidder's Comments: _____

Additional charges will not be allowed on bid-related invoices. If additional work is assigned, that work shall be quoted and invoiced separately and must be outside of the scope of work described in these bid specifications.

PAYMENT OF TAXES

The University of Louisiana at Lafayette is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any other project.

All invoices shall reference the Purchase Order number and shall be limited to the above-offered price(s).

Quantities listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to increase or reduce quantity as needed if in the best interest of the University.

***If insurance is required for solicitation, in lieu of a certificate of insurance the following information will be accepted review until bid is awarded.**

Policy number	Name(s) and address(es) Carrier(s) and Agent(s)	Amount(s) of coverage	Type(s) of coverage	Effective date(s)

The actual certificate of insurance shall be due from the successful bidder within ten (10) days of request.

ADDENDA ACKNOWLEDGEMENT(S)

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA (if applicable):

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

By submitting your bid, you are acknowledging that you understand and agree that your company is capable of supplying the products in the timeline you have provided for the price(s) submitted in your bid.

The University of Louisiana at Lafayette reserves the right to reject any or all bids submitted.

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT. The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone Number with area code: () _____

C. Facsimile Number with area code: () _____

Bidder certifies that the above information is true and grants permission to the University to contact the above named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov .)

Professional Job Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____
(Signature MUST be HAND SIGNED and should be in Blue ink)

Date: _____