

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

Invitation to Bid
To Furnish and Deliver
Janitorial and General Warehouse Supplies
For Southeastern Louisiana University
And the Physical Plant Department

**ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402-0800**

DIRECTOR OF PURCHASING: Richard Humber

**PROCUREMENT SPECIALIST: Monette Scott
Telephone: (985) 549-5324**

**REQUISITIONED BY: Julie Ridgel
Telephone: (985) 549-3333**

RELEASE DATE: April 25, 2024

**DEADLINE FOR FAX INQUIRIES: May 2, 2024
Fax To: 985-549-3810
Attn: Monette Scot**

BID OPENING DATE: May 15, 2024

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

**BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply
North Oak Street Maintenance Complex
Hammond, Louisiana**

**BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY
CONTACTING MONETTE SCOTT AT (985) 549-5324 BY May 8, 2024.**

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

This ITB is available in electronic form at <https://wwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=42> It is available in Excel format 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 the Invitation to Bid.

**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.

Mail address:	Southeastern LA University Purchasing Department SLU 10800 Hammond, LA 70402	Delivery:	Southeastern University Purchasing Department Property Control & Supply 2400 North Oak St Hammond, LA 70402
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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:** All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. 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; and (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 time-stamped 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 and 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 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 the 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.

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.

A Member of the University of Louisiana System

Rvvd. 03/2021

**SOUTHEASTERN LOUISIANA UNIVERSITY
BID RESPONSE FORM**

BIDDER'S NAME: _____

TELEPHONE NO.: _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

EMAIL: _____

SCOPE: Furnish and Deliver Janitorial and General Warehouse Supplies for Southeastern Louisiana University and the Physical Plant Department.

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.

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.

TERMS: Net 30 Prox., F.O.B., Hammond, Louisiana.

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 of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

Notice to Bidder

Shipping/Handling:

All unit bid prices shall be quoted F.O.B. Destination, SLU Receiving Department, 2400 North Oak Street, Hammond, LA 70402, Freight Prepaid, and Allowed. Failure to do so shall cause rejection of the bid without further consideration.

Bidding Requirements:

If bidding other than the specified product bidder should attach the product specifications and details necessary to evaluate the product being offered.

Bid Quantities:

The quantities listed are estimated for bidding purposes only. Actual quantities may vary.

Contract Period: July 1, 2024 through June 30, 2025

Southeastern Louisiana University reserves the right to purchase additional quantities at the same price, terms and conditions through June 30, 2025.

Proprietary Item:

Item number 12 has been approved as a proprietary item and must be brand specific.

Authorized Officer: _____
Signature _____ Print Name _____

Title: _____ **Date:** _____

ENTIRE SEALED BID RESPONSE TO BE DELIVERED TO PURCHASING DEPARTMENT ADDRESS BY DATE AND TIME INDICATED ON THE FRONT OF THE BID DOCUMENT.

BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY CONTACTING MONETTE SCOTT AT (985) 549-5324 BY May 8, 2024.

EXCEL FILE WITH BID INFORMATION CAN BE SUBMITTED BY E-MAIL TO MONETTE.SCOTT@SELU.EDU AFTER BID OPENING FOR TABULATION PURPOSES ONLY.

Southeastern Louisiana University Bid Response Form				Indicate packaging and quantity amount (example 4-10 oz. bottles per case)			
Line Item	Description	Qty	Unit	Offering	Unit Price	# of items per package or per case	Total
1.	Flat Mop Finish 5 x 18" Frame, item # AB-BH24518, , or equal. Must be compatible with item line #2	24	EA				
2.	Flat Finish Mop Head, 18" Looped, item# AJU18FN , or equal. Must be compatible with item line #1	40	EA				
3.	Approx. 8.75 Gallon Mop bucket with Lever Mop Wringer, Side Press, combo plastic. Item # APP 15500,, or equal.	10	EA				
4.	Hand Sanitizer, not to exceed 8 oz. bottles. Kutol item # Ku 5635, or equal.	100	EA				
5.	Tinted Safety Glasses, Radians Model # MR-01201D, or equal.	150	EA				
6.	Clear Safety Glass, Radians Model # MR-01101D, or equal.	50	EA				
7.	Cotton Jersey Gloves. General purpose glove, Johnson Wilshire JW 1209H, or equal	200	EA				
8.	Push Bar Hand Towel Roll Dispenser, Tork # SCA-87T, proprietary to maintain uniformity across campus.	30	EA				
9.	Heavy Duty Spray Bottle, not to exceed 32 oz., Continental Item # CN932CG, or equal. Must be compatible with line item #10.	60	EA				
10.	Trigger sprayer for 32 oz. bottle. Tolco Trigger Sprayer TOL-110414 or equal. Must be compatible with line item # 9.	60	EA				
11.	Synthetic Angle Broom, Overall Length approx. 56", item# 1VAC4, or equal.	100	EA				
12.	3M Black Stripper Pad, 20 inch (PROPRIETARY ITEM, MUST BE BRAND SPECIFIC)	70	EA				
13.	Dust Mop Handle, Item # ABCO –AB01406NB or equal. Must be compatible with items line #14, 15, 16, 17	50	EA				
14.	Slide on Dust Mop Frame, 5" x 24". ABCO –ABBH24524, or equal. Must be compatible with item line #13.	50	EA				
15.	Slide on Dust Mop Frame, 5" x 36". ABCO-ABBH24536, or equal. Must be compatible with item line #13.	24	EA				
16.	24" Cotton Blended Dust Mop Heads, Item # ACS-M9124, or equal. Must be compatible with item line #13	50	EA				

17.	5" x 36" Cotton Blended Yarn Dust Mop head, Scrubble # M9136, or equal. Must be compatible with item line #13.	24	EA				
18.	Green Microfiber Cloth, Wilen Item #E700016 Green, or equal.	2	EA				
19.	24 oz. Rayon Liefat Screw on Mop Head	100	EA				
20.	Screw on Mop Handle, must be compatible with 24 oz. Liefat Screw On Mop Heads.	40	EA				
21.	Chalk and Whiteboard cleaner, non-aerosol spray, not to exceed 12 oz. Expo Whiteboard DPCI 081-07-1021, or equal.	12	EA				
22.	Linen Air Freshener, not to exceed, 20oz, Tough Guy 2DCA2, or equal.	12	EA				
23.	Griddle Screen Scour Pad, approx. size 4" x 5-1/2". Ability One Item# 286537 Model:MCO20507, or equal	100	EA				
24.	20 " White Buffing and Cleaning Pad, Non-Woven Polyester Fiber, 3M Model # 4100, or equal.	20	EA				
25.	Furniture Polish spray, not to exceed 24 oz. Tough Guy # 0772049490, or equal.	36	EA				
26.	Carpet Spot and Stain Remover, not to exceed 20oz aerosol can, 8.5 to 9.5 PH. 3M # 14003, or equal.	12	EA				
27.	Bleach, not to exceed 121oz., Clorox Item # 30966, or comparable.	10	EA				
28.	Toilet Bowl Mop, Range 12" - 14" Tough Guy Item # 2U288, or equal.	60	EA				
29.	Electrical Tape 3/4 in Width, 7 mil thickness-Black	50	EA				
30.	Electrical Tape 3/4 in Width, 7 mil thickness-Red	50	EA				
31.	Time Mist Air Freshener Dispenser Item# 20H170 Mfr. Model # 1047824, must be compatible with Line # 32	12	EA				
32.	Time Mist Air Freshener Refill, any fragrance. Item # 33-2512TMCAPT, or equal. Must be compatible with dispenser in line # 31	20	EA				
33.	Round flat trash can, Approx. 44 gal. 29" not to exceed 31 1/2" H, with dolly and lid, Brute item#41MX85, or equal	10	EA				
34.	3 shelves janitor cart approx. 24" x 21 3/4" x 38 3/8, item# 9PVE1, or equal	10	EA				
35.	Caution Wet Floor Sign, approx. 24" high, 12" wide, Tough Guy Item # 6DMH2, or equal.	5	EA				
36.	Betco FiberPro Foam Control, not to exceed 1 gallon, Betco Item # 40304, or equal.	50	EA				
37.	Betco FiberPro ES-Steam Extraction Cleaner, not to exceed 1 gallon, Betco Item # 40204, or equal.	50	EA				
38.	Lambskin approx. 24" Synthetic Duster, Item # LAM-S24EPPD, or equal.	4	ea				

39.	Corrugated Trash Receptacle, 30" NOLA-181830, or equal.	100	EA				
40.	Industrial Wipes, Brawney Item # GP20023, or equal.	25	EA				
41.	33db corded ear plugs, item# 06506349, Moldex, or equal (Total 200 ea)						
42.	Cowhide leather gloves, straight thumb size medium, item # JW-4719M, or equal	30	PR				
43.	Cowhide leather driver's gloves, straight thumb size 2XL, item# JW-4719L, or equal	30	PR				
44.	Cowhide leather gloves, straight thumb size large, item # JW-4719XXL, or equal	5	PR				
45.	Latex powder free disposable gloves, Med item # M5201 or equal.	200	PR				
46.	Latex powder free disposable gloves, LG item#10171, or equal.	200	PR				
47.	Latex powder free disposable gloves, XLG item# 10228500, or equal.	50	PR				
48.	Rubbermaid Lobby Pro Upright Dust Pan, #RM-2531BLA or equal.	30	EA				
49.	Heavy-Duty Degreaser/Cleaner Chem-EEZ not to exceed1 gallon item# 1001, or equal.	50	EA				
50.	Toilet Seat Covers, 14-1/4 x 17-1/8, based on 250 sheets per pk, 20 per case Item # 2VEX6, or equal.	1	EA				
51.	Deodorizing Powder, not to exceed 21 oz. Comet item # PGC 32987, or equal.	5	EA				
52.	2 in. polyester bristle paint brushes.	50	EA				
53.	Inverted Marking Paint - Green	10	EA				
54.	Inverted Marking Paint - Red	10	EA				
55.	Inverted Marking Paint - Yellow	10	EA				
56.	Inverted Marking Paint - Blue	10	EA				
57.	Inverted Marking Paint - White	10	EA				
58.	Inverted Marking Paint - Orange	10	EA				
59.	Inverted Marking Paint - Purple	10	EA				
60.	Liquid with Bleach multipurpose cleaner equal to comet with bleach. Not to exceed 32 oz.	150	EA				
61.	Simple Green All Purpose Cleaner, 2.5 gal. container or equal.	40	EA				
62.	Medium Micro Fiber Tube Mop – Blue.	100	EA				
63.	Medium Micro Fiber Tube Mop – Red.	100	EA				

64.	Fiberglass Jaws Wet Mop Handle, plastic jaws style, 62" including clamp.	20	EA				
65.	Citrus-mango deodorizer cleaner, 1 gal bottles, ready to use or dilatable, Hi-Tech item # EJ-5723 or equal	100	EA				
66.	Bio activator enzyme grease & odor control, 1 gallon, melon scented, item # TG=5247 or equal	100	EA				
TOTAL							

Bidder Name: _____

Authorized Signature: _____ **Date:** _____

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