

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

INVITATION TO BID  
FURNISH LABOR AND MATERIALS NECESSARY TO  
INSPECT FIRE ALARM SYSTEMS  
FOR SOUTHEASTERN LOUISIANA UNIVERSITY AND  
THE ENVIRONMENTAL HEALTH & SAFETY 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: Jeremy Brignac, Director Environmental  
Health & Safety Office  
Telephone: (985) 549-2157

RELEASE DATE: March 11, 2025

DEADLINE FOR FAX INQUIRIES: March 18, 2025 Fax To: 985-549-3810  
Attn: Monette Scott

BID OPENING DATE: April 1, 2025

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

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

**NOTE:** 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 form at

<http://wwwprd.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 will be opened in the SLU Purchasing Department.

Mail address: Southeastern LA University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

Delivery: Southeastern LA University  
Purchasing Department  
Property Control & Supply Bldg  
2400 North Oak St.  
Hammond, LA 70402

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:** 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:**  
<http://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, sexual orientation, 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.

- 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 Contract 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE SIGNATURE FORM**

BIDDER NAME: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: To furnish labor and materials necessary to inspect fire alarm systems for the Southeastern Louisiana University and the Environment Health & Safety Department.

**Contract Term:** For the period July 1, 2025 thru June 30, 2026.

**Contract Continuation:** If mutually agreeable between the successful bidder and Southeastern University, the contract period may be extended for an additional four (4) twelve (12) month periods at the same prices, terms and conditions.

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

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

**OTHER REQUIREMENTS:**

Bidders shall have current certification by the State Fire Marshalls Office to inspect and repair alarms and provide certifications upon award of contract.

The attached General Conditions shall be a part hereof.

**TO THE VENDOR:**

**The inspection dates outlined in this solicitation must be adhered to strictly. The dates were chosen around the student body being absent from campus. Vendor must also work around the University's observed holiday schedule. It is a tight time-line and winning Vendor must have the workforce to complete the scheduled maintenance on time.**

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TERMS: Net 30 Prox., F.O.B. University Receiving Station, 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.

THIS BID RESPONSE SUBMITTED BY: \_\_\_\_\_

AUTHORIZED OFFICER: \_\_\_\_\_

(Signature)

(Print or Type Name)

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

**SOUTHEASTERN LOUISIANA UNIVERSITY  
FIRE ALARM SYSTEM INSPECTIONS**

**SPECIFICATIONS AND REQUIREMENTS**

Furnish labor and materials to inspect fire alarm systems. The successful bidder shall conduct annual fire alarm system inspections on buildings on Southeastern Louisiana University's campus and off campus locations during the contract term.

**The following documentation is required for all inspections: listing of all devices, their location, date of inspection, and remarks.**

**All inspection forms are to be brought to the Environmental Health and Safety Office at the end of each day for review by the Environmental Health and Safety Director.**

**Bidders shall be certified by the State Fire Marshall Office for the inspection of fire alarm systems. Bidders shall be certified by the State Fire Marshall Office to modify or work on systems.**

- If a building is closed or the system is upgraded during the year, that building will not be inspected and should not be charged for an inspection.
- Inspections are conducted in conjunction with the Fire Sprinkler Inspections. Inspections SHALL begin after Graduation in December and SHALL be completed before classes begin in January when there is minimal occupancy. The dates SHALL be coordinated with the Environmental Health and Safety Office.
- Inspections SHALL be conducted during normal University business hours.
- Inspections MAY NOT be conducted during University closures; including holidays or weekends. (Note: University is usually closed for two weeks for the Holidays at the end of December).
- Boat transportation will be provided by Southeastern from Manchac to Turtle Cove at no cost to the vendor. The vendor will be responsible for his/her own transportation to Southeastern Louisiana University campus in Hammond, Columbia Theatre, Clausen Family Center and Baton Rouge Center.

**REPAIR AND MODIFICATIONS**

**A quote should be submitted within one (1) week of inspection if repairs are needed to bring the system back into compliance. The University reserves the right to make their own repairs or to bid contract to other vendors for the repairs.**

**DISCLAIMER**

**As-built plans for the Fire Alarm systems are available for review upon request.**

## HOUSING

BUILDING NAME	COST
Ascension Hall	
Cardinal Newman Hall	
Greek Village #1 / #2 / #3 (Laundry) / #4 / #5 / #6	
Hammond Hall	
Livingston Hall	
Louisiana Hall	
Pride Hall	
Southeastern Oaks #1 / #2 / #3 / #4 / #5 / #6 / Office	
St. Tammany Hall	
Tangipahoa Hall	
Taylor Hall	
Twelve Oaks Hall	
Washington Hall	

## OTHER BUILDINGS

BUILDING NAME	COST
Baton Rouge Center	
Biology Building (Old) / Ryan Hall Biology Building	
Charles Anzalone Hall	
Charles E. Cate Teacher Education Center	
Charles W. Campbell Hall	
Clausen Family Building	
Columbia Theater	
Computer Science & Technology	
D. Vickers Hall	
Dugas Center for SLU Athletics / Naquin Strength & Conditioning Center	
East Strawberry Stadium	
Eleanore H. Meade Hall / Science Building Annex	
Fayard Hall	
G. Jack Tinsley Hall / Tinsley Hall Annex	
Gertie Lee Mims Hall	
Hazardous Material Building	
J. Leon Clark Hall / Clark Hall Annex	
Jay W. McClimans Hall	
Kinesiology & Health Studies Bldg / Kinesiology & Health Studies Bldg Annex	
Linus A. Sims Memorial Library	
Lucius McGehee Hall	
Music Annex / Music Recital Hall	
North Campus - Financial Aid	
North Campus - Main Building	
Pennington Student Activity Center	

R. Norval Garrett Hall	
R.T. Pursley Hall	
Ralph R. Pottle Music Building	
Turtle Cove Complex at Galva Canal	
University Center	
War Memorial Student Union / War Memorial Student Union North / Student Union Annex / War Memorial Student Union West	
West Strawberry Stadium (and Pressbox)	
White Hall	

**TOTAL** \$ \_\_\_\_\_

BIDDER: \_\_\_\_\_  
 Company Name

ADDRESS: \_\_\_\_\_  
 Street or PO Box  
 \_\_\_\_\_  
 City, State, Zip Code

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

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

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

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

FEDERAL TAX ID # \_\_\_\_\_

BID RESPONSE FORM CONTINUED

# 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 and employees, including volunteers, from and against any and all claims, demands, 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, expense and/or attorney fees incurred by PROVIDER as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. PROVIDER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by:

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

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

\_\_\_\_\_  
Title

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

CONTRACT FOR: Southeastern University, Hammond, LA

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

PURPOSE OF CONTRACT: Furnish labor and materials to inspect fire alarm systems.

**INSURANCE RESPONSE FORM**

This form is to be completed in its entirety and submitted with the vendor's response. In addition, a Certificate of Insurance with the coverage outlined will be required before a purchase order is issued.

**INSURANCE INFORMATION TO BE PROVIDED**

Vendor 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.

**WORKERS' COMPENSATION & 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: \_\_\_\_\_  
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**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: \_\_\_\_\_  
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**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: \_\_\_\_\_

**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.