Invitation to Bid

LSUHSC Shreveport

LSU Health Sciences Center

BIDS WILL BE PUBLICLY OPENED:

July 14,2021 02:00 PM

VENDOR NO. :
SOLICITATION : **007197**
OPENING DATE : **07/14/2021**

Return Sealed Bid to:
Purchasing Department
1501 Kings Highway
PO Box 33932
Shreveport LA 71130

BUYER : **Cox,Cynthia T.**
BUYER PHONE : **318/675-7650**
DATE ISSUED : **06/09/2021**
REQ. NO :
FISCAL YEAR : **0**

Print Shop Equipment Rental

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
   DIVERSE SUPPLIER
   (A) SUPPLIER UNDERSTANDS THAT LSU, AS THE STATE'S FLAGSHIP UNIVERSITY, HAS AN INTEREST IN PROVIDING ENTREPRENEURIAL OPPORTUNITIES TO DIVERSITY-OWNED BUSINESSES. THE UNIVERSITY IS DEDICATED TO PROMOTING THE GROWTH AND DEVELOPMENT OF MINORITY, WOMEN, AND SMALL AND HISTORICALLY UNDERUTILIZED BUSINESSES ("DIVERSE BUSINESSES") BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN UNIVERSITY CONTRACTS.
   (B) IN SUPPORT OF THIS COMMITMENT, THE SUPPLIER SHALL USE GOOD FAITH AND BEST EFFORTS TO PROVIDE OPPORTUNITIES TO DIVERSE BUSINESSES THAT ARE EITHER CERTIFIED BY THE STATE OR ANOTHER CERTIFYING AGENCY IN A DIVERSE CATEGORY, AS A SUBCONTRACTOR OR SUPPLIER UNDER THIS AGREEMENT.
   (C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY:
      (1) THE NAME OF THE BUSINESS;
      (2) ITS PRINCIPAL OFFICE OR ADDRESS;
      (3) THE OWNER(S); AND
      (4) THE SERVICES OR GOODS THAT IT MAY PROVIDE OR SUPPLY AND THE VALUE OF THE GOODS OR SERVICES PROCURED FROM THE BUSINESSES INCLUDED ON SUPPLIER'S LIST.
   (D) TO THE EXTENT THAT ANY FEDERAL OR STATE LAW, RULE, OR REGULATION WOULD REQUIRE THAT THIS SECTION BE MODIFIED OR VOIDED, THE PARTIES AGREE THAT SUCH PROVISION CAN BE AMENDED OR SEVERED FROM THE AGREEMENT WITHOUT AFFECTING ANY OF THE OTHER TERMS OF THE AGREEMENT.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
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. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)	

Invitation to Bid

BE REJECTED.

* THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
* THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
* DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.

6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE
7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.
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 CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
   PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:
   IN ACCORDANCE WITH EXECUTIVE ORDER NUMBER JBE 2018-15, 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.
9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).
10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.
11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, 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/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.
13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC 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

SPECIFICATION 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 MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. 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 WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.
15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.
16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC 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. LSUHSC 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 SPECIFIED IN THE SOLICITATION.
20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
    (1) FAILURE 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.
21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY 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.
22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPEICAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.
23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR.
25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH

DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, 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 UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.
27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.
28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.
29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.
30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.
    DO YOU CLAIM THIS PREFERENCE? YES _____ NO_____
    SPECIFY THE LINE NUMBER (S) _____
    SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED,
    GROWN OR ASSEMBLED _____
    (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)
    DO YOU HAVE A LOUISIANA BUSNIESS WORK FORCE? YES _____ NO _____
    IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?
    YES_____ NO_____
    FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.
    PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.
31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:
    31.1. 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
    31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT;
    OR
    31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS.
    BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.
32. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS

AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.

33. CYBERSECURITY TRAINING: IN ACCORDANCE WITH LA. R.S. 42:1267(B)(3) AND THE STATE OF LOUISIANA'S INFORMATION SECURITY POLICY, IF THE CONTRACTOR, ANY OF ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS WILL HAVE ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS, THE CONTRACTOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS WITH SUCH ACCESS MUST COMPLETE CYBERSECURITY TRAINING ANNUALLY, AND THE CONTRACTOR MUST PRESENT EVIDENCE OF SUCH COMPLIANCE ANNUALLY AND UPON REQUEST. THE CONTRACTOR MAY USE THE CYBERSECURITY TRAINING COURSE OFFERED BY THE LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE WITHOUT ADDITIONAL COST OR MAY USE ANY ALTERNATE COURSE APPROVED IN WRITING BY THE OFFICE OF TECHNOLOGY SERVICES.

FOR PURPOSES OF THIS SECTION, "ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS" MEANS THE POSSESSION OF CREDENTIALS, EQUIPMENT, OR AUTHORIZATION TO ACCESS THE INTERNAL WORKINGS OF STATE INFORMATION TECHNOLOGY SYSTEMS OR NETWORKS. EXAMPLES WOULD INCLUDE BUT NOT BE LIMITED TO STATE-ISSUED LAPTOPS, VPN CREDENTIALS TO ACCESS THE STATE NETWORK, BADGING TO ACCESS THE STATE'S TELECOMMUNICATIONS CLOSETS OR SYSTEMS, OR PERMISSIONS TO MAINTAIN OR MODIFY IT SYSTEMS USED BY THE STATE. FINAL DETERMINATION OF SCOPE INCLUSIONS OR EXCLUSIONS RELATIVE TO ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS WILL BE MADE BY THE OFFICE OF TECHNOLOGY SERVICES.

Invitation to Bid

SPECIAL TERMS & CONDITIONS	Page 6 of 7
NUMBER : 007197 OPEN DATE : 07/14/2021 TIME: 02:00 PM	BIDDER:

All prices are to be firm for the duration of the bid, but wherever there is a general reduction in price which is lower than the contract price, said reduction shall be presented directly to LSUHSC-S.

Approximate quantities as set forth are estimated yearly usages only and the successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements is more or less than the quantities shown. No specific quantities are guaranteed. Only those quantities required will be ordered.

FISCAL FUNDING:

The continuation of the contract is contingent upon the continuation of an appropriation of funds by the Legislature to fulfill the requirements of the contract. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such Appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act or Title 39 of the Louisiana Revised Statues of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All bidders should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A 30-DAY WRITTEN NOTICE.

Vendor shall present to the Purchasing Department of LSUHSC-S a Certificate of Insurance prior to the commencement of work showing the attached coverage.

PLEASE ENSURE SOLICITATION NUMBER IS ON THE OUTSIDE OF THE BID ENVELOPE/PACKAGE

Invitation to Bid

PRICE SHEET	
NUMBER : 007197 OPEN DATE : 07/14/2021 TIME: 02:00 PM	BIDDER:

UNLESS SPECIFIED ELSEWHERE SHIP TO:

Line No.	Description	Qty	UOM	Unit Price	Extended Amount
1	Print Shop Equipment Rental per attached specifications. Please see attached price schedule. Specify brand, model bid(if applicable) _____	1.00	EA	_____	_____

LSU Health Print Shop Production Printer/Copier
Equipment Rental

LSU Health in Shreveport, La. wishes to enter into a contract for the production printer/copier for the LSU Health Print Shop. Bundled rental includes equipment, supplies, maintenance and repair of equipment indicated in the bid response. Supplier will respond with a monthly minimum charge in accordance with the minimum copy allowance (MCA) indicated and an overage charge for any impressions over the MCA for each item. Supplies will include all consumables required for the normal use of the equipment and associated features indicated in the bid response. Paper is not included in this bid. All equipment shall be in new condition as defined by Buyer's Lab. No remanufactured, newly manufactured, factory-produced new, reconditioned, refurbished or used equipment will be considered.

I. CONTRACT PERIOD

This contract is to be effective for a period of five-(5) years beginning with the date of award. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract, by the State of Louisiana Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of this contract, the contract shall terminate on the date of the beginning of the first fiscal year for which are not appropriated.

II. BID INQUIRES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussions. Inquiries concerning this ITB must be submitted in writing to:

Ms Mary Alice Templeton
Director of Purchasing
LSU Health - Shreveport
P. O. Box 33932
Shreveport, La. 71130

Inquires must be submitted in writing, signed in original ink by a representative of the bidder, cross-referenced clearly to the relevant ITB section by June 25, 2021. Answers to questions that change or substantially clarify the ITB will be made in writing and provided to all prospective Bidders.

The original bid will be original signatures of the Supplier. The original bid and all copies will constitute part of the formal agreement documents with the selected Supplier.

III. SEALED SUBMITTAL

The entire invitation to BID plus the Supplier's bid response MUST be sealed. The name and address of the bidder and the bid due date shall appear on the outside of the bid package. One original and two copies of the bid document and response shall be submitted.

IV. DELIVERY OF BIDS

All bid responses shall include the company name and the bid number on the external packaging of the bid. Bids may be delivered via U.S. Mail, courier service or by hand.

Bids sent by U.S. Mail shall be addressed as follows:

LSU Health - Shreveport
Purchasing Department
P.O. Box 33932
Shreveport, La. 71130

Bids send by courier service or by hand shall be delivered to the following address:

LSU Health - Shreveport
Purchasing Department
1501 Kings Hwy, Ground Floor, Administration Bldg.
Shreveport, La. 71130

Each Bidder is solely responsible for the timely delivery of their bid. Failure to meet the bid opening deadline will result in rejection of the bid.

V. CHANGES, ADDENDA, WITHDRAWALS

Bidders may submit changes or addenda to their bid response in writing, signed in original ink by the original bid signatory, cross-referenced clearly to the relevant bid section, in a sealed envelope, prior to the bid opening. Such must meet all requirements for the bid. Withdrawal notice must be in writing and received prior to the bid opening.

VI. BID OPENING

Bids shall be opened in the Purchasing Office, LSU Health Shreveport, on the specified date and time. All bids become a matter of public record at that time. By submitting a bid, bidder

assumes any and all risks and liability associated with information marked confidential in the bid and the release of that information.

Bidders may attend the opening, but no information or opinions concerning the ultimate contract award will be given at the opening or during the evaluation process. A copy of all bids will be available for review in the Purchasing Office, by appointment, twenty-four hours after opening time and date.

Purchasing Office - Ground Floor, Administration Bldg.
1501 Kings Highway
Shreveport, La. 71130
(318) 675-5285

VII. MANDATORY REQUIREMENTS

A. Service

1. Service shall include preventative maintenance, routine repair, application assistance, and parts and labor for all covered copy machines and adjunct equipment.
2. Service hours are 8:00 a.m. until 4:30 p.m. weekdays except designated LSU Health holidays.
3. Maximum response time is two business hours; maximum site visit time is eight business hours. Maximum repair time is 16 business hours.
4. Equipment shall have a 95% machine and feature uptime as averaged over any 30-day period. Equipment exceeding 5% downtime or having a recurring problem (four like calls over a one-month period) shall be replaced by the Supplier with the same or equivalent system at no cost to LSU Health.
5. Supplier shall have a mechanism to track service calls and their resolution in order to measure these standards of performance. Supplier shall provide tracking reports to Auxiliary Services as requested.
6. All copier equipment, adjuncts, and accessories must be installed and serviced by a single, local Supplier who has been awarded this invitation to bid.
7. All consumables provided free of charge by awarded Supplier.
8. Persistent failure to meet, maintain or resolve issues related to these standards of performance as outlined below shall be cause for termination of the contract.
9. **Include official company plan for response and repair of equipment as well as a list of Supplier-employed factory-trained technicians and their tenure on the proposed**

equipment. Include IT support staff and qualifications. Training on equipment included by the Supplier.

B. Invoices

Supplier will supply a single monthly invoice for all equipment and service covered under this bundled rental agreement. Credits for bad copies, if applicable, shall be itemized on each invoice. Each monthly invoice will include the base minimum price for each piece of equipment included in the bid response. Overage copies will be calculated on a six-month basis whereby an overage may be billed if the impressions made over six months exceeds the MCA multiplied by six.

C. Security

All equipment will remain in the ownership of the Supplier. At the end of the contract, all equipment will be removed by the Supplier. Documentation showing the secure removal of all data from the data storage and processing systems of the copier, scanning and editing equipment will be presented to LSU Health Shreveport for an approval prior to removal of the equipment. **The bid response shall include a detailed description of the data security system provided for each piece of equipment.**

D. Cancellation

In all cases, whenever the Supplier is in default of any of its obligations under the contract, LSU Health Shreveport shall provide Supplier notice of the default by certified mail. If Supplier fails to correct the default within ten (10) calendar days of receipt of the notice, LSU Health Shreveport shall have the right to, to be exercised at LSU Health Shreveport's option and without prejudice to any other remedy LSU Health Shreveport may have, to terminate the contract by giving thirty (30) calendar days notice.

LSU Health Shreveport shall have the right to terminate the contract by giving thirty (30) calendar days notice whenever LSU Health Shreveport has given three (3) notices of default, no matter what kinds of default are involved.

Any and all such contract termination notices shall be given by certified mail to the corporate or home office address of the Supplier, with a copy to the local representative.

The contract term is for 5 years (60 months). The Supplier agrees that this ITB, when accepted by LSU Health Shreveport, shall constitute a contract equally binding between the Supplier and LSU Health Shreveport. Acceptance may take the form of an acceptance letter followed by a purchase order. The Supplier is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract or its rights, title, or interests therein, or its power to execute such agreement to any other person, company, or corporation. **LSU Health Shreveport will not sign a Supplier labeled lease that is backed or sold to a 3rd party leasing company.**

E. Scanning and Editing Software

1. Scanning and Editing Software – compatible with proposed equipment and capable of the following:

a) Cropping, cut/paste/copy, image quality adjustments (halftones and photographs)
b) Rotating, scaling, of photographs and halftones.
c) Adding, deleting text or images, integrating logos or saved merge items, adding shading and watermarks.
d) Deskew and despeckle pages.
e) Image shift
f) Reduction/enlargement, variable in .01 of 1% increments from at least 25% to 400%.
g) Export files to PS, pdf or tiff
h) Must facilitate workflow automation and file management used in a print on demand environment.
i) Automatic B&W and Color splitting.
j) Software must be compatible to a standard Dell desktop computer with an intel core i5-2400, 3.1 GHz, 6M, VT-x 95W, and using Windows 10 or newer operating system.

F. Printer Equipment Specifications

Item 1 – B&W Production Printer/Copier - Minimum 120 PPM or above - production level copy system – 250,000 Total Monthly

a) Unit must be classified as "Production" unit.
b) 1200 x 1200 DPI resolution with 256 shades of gray, 8 bit
c) Paper feed units to incorporate air suction paper feed system. Paper feed systems should be well constructed using 90% or more with steel or metal framing. Plastic paper feed units will not be considered. Friction fed paper feed systems will not be considered as well.
d) De-curling capability for different type of paper stocks run though digital unit.

e) In-line multi-function finishing – fully automated signature booklet capabilities up to 11x17 with post sheet inserter, 20 sheets minimum.
f) Book- portrait and landscape-inline stitch capability with in-line 3 side trim for full-bleed capability as an option on B&W unit.
g) Capability to program print and insert tabs, upwards of 40 or more tabs per job while ejecting unneeded tabs on the fly, ability to print on carbonless stock and up to 350 gsm stock and glossy stock.
h) Fiery with Impose / Compose / Job master and ability to do mail merge.
i) Capability to staple in Build a job mode.
j) High-speed, double-sided color scanning of up to 240 opm.
k) Post sheet inserter
l) Ability to offset output sheets at set amounts (25, 50, 100), and the ability to manipulate files so some pages will be one sided and some pages two sided, without getting charged as if every page is a two sided page. All paper sizes to be billed as 1 click on machine.
m) Scanning – scan to file in multiple formats including .pdf. Includes OCR and/or other recognition software. (all software to be included and supported by vendor)
n) Editing – cropping, cut/paste, image quality and adjustments, rotating, scaling, screening, and de-screening of photographs, halftones, adding text or images, integrating logos or saving merged items adding shading, horizontal and vertical front and back image shift, reduction and enlargement variable in .01 of 1% increments from at least 25% to at least 400%. (all software required to be included and supported by vendor).
o) Staple up to 100 sheets.
p) Data/hard drive security.
q) Image quality – PCL6, PCL5E, PS, and minimum 1200 dpi.
r) Minimum 3 paper sources with minimal total capacity of 3,000 sheets and above.
s) Option to add paper tray as POST INSERTER for pre-printed stocks
t) Future finishing capabilities can be added as needs change without having to change print engine.

Item 2 – Color Production Printer/Copier- Qty 1 each – Color MCA – Minimum 85 PPM or above - 50,000 click/month B/W 50,000 click/month – with the following minimum features:

a) Unit must be classified as "Production" unit.
b) In-line automated closed loop quality management system to keep calibration and registration consistent, sheet to sheet, in real time regardless of run length. Automatically making adjustments on the fly.

c) Paper feed units to incorporate air suction paper feed system. Paper feed systems should be well constructed using 90% or more with steel or metal framing. Plastic paper feed units will not be considered. Friction fed paper feed systems will not be considered as well.
d) De-curling capability for different type of paper stocks run though digital unit.
e) In-line multi-function finishing – fully automated signature booklet capabilities up to 11x17, 8.5 x 11 (statement size) with post sheet inserter, 35 sheets minimum for up to a 140-page booklet.

a) Minimum 100 copies per minute at rated speed regardless of thickness of paper based on 8.5 x 11 size paper.
b) Editing – image quality adjustments, reduction and enlargement, cropping, cut/paste, image rotating, scaling, screening and de-screening of photographs, halftones, adding text or images, integrating images, integrating logos or saving merged items and adding shading. Software to be included and supported by vendor.
c) Minimum 3 paper trays.
d) Data/Hard drive security
e) Fiery with Impose / Compose / Job master and ability to do mail merge, job imposition, job management.
f) Capability to program, print, and insert tabs and upwards of 40 or more tabs per job while ejecting unneeded tabs on the fly, ability to print on carbonless stock and up to 400 gsm stock and glossy stock.
g) Image Quality – PCL6, PCL5E, PS and minimum 1200 x 1200 dpi with 8 bit color depth or higher image quality.
h) Finisher – 3000 sheet finisher, 100 sheet stapling, 2 and 3 hole punch, moving offset tray up to 3,000 letter size sheets. Includes secondary exit tray. Stapling of letter, legal, ledger size of paper and mixed. Staple positions, 1 front, 1 rear or 2 point stitching. Center stitch/center fold (2 staples), letter/legal/ledger sizes. Saddle stitch minimum 35 sheets. Ability to trim 3 sides of saddle stitch booklets for full bleed capability.
i) Unit must have the capability to bill according to print stream, single side or two-sided. Single side will bill as one impression and double sided will bill as two impressions. All paper sizes will bill as one impression one side up to 13 x 19.
j) Future finishing capabilities can be added as needs change without having to change print engine.
k) Minimum 3 paper sources with minimal total capacity of 3,000 sheets and above.

Print Shop has limited space for placement of machines, all bidders must contact Kevin Hayes @ 318-675-5041 to schedule an appointment to measure for space requirements.

Bid Response Inclusions:

1. Brochures for equipment listed in the bid response
2. Description of the data security
3. Network requirements of proposed equipment
4. Description and/or brochures of scanning and editing software
5. Original signed ITB and completed Pricing Page with single monthly price to include all mandatory requirements
6. Three references of universities, medical facilities or production print businesses serviced by the vendor, with a comparable service and support agreement within the past three years. Include contact name and phone number.
7. Contact the Print Shop at LSU Health Shreveport at 318-675-5041 to obtain a 4-color file to submit with bid for print sample.

Pricing Page – ITB _____

Due Date: _____

Bid – Item 1 - 3

Base cost to include all covered equipment supplies/consumables, maintenance, training, and repair on all equipment as required for the fulfillment of the mandatory requirements.

Line 1 – Production Printer Rental Service and Support
Agreement for August 1, 2021 – July 31, 2026 $_____

Item 2 – Black and White Production Printer

Pricing for copy allowance of up to 250,000 copies per month $_____

Overage cost per copy $_____

Item 3 – Color Production Printer

Pricing for color copy allowance of up to 50,000 copies per month and
Black and White copy up to allowance of 50,000 copies per month $_____

Overage cost per color copy $_____

Overage cost per Black and White copy $_____

** EXHIBIT A **

INSURANCE REQUIREMENTS FOR CONTRACTORS

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.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**

2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). 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 vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

2. Automobile Liability: $1,000,000 combined single limit per accident, for bodily injury and property damage.

3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be $1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions. At the option of the Agency, the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

   a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured's" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers.

b. The Contractor's insurance shall be primary insurance as respects the Agency, its officers, officials, employees, Boards and Commissions or volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.

c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the Agency.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insured's under its policies OR shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save and hold
Contractor/Subcontractor
harmless the University, State of Louisiana, all State Departments, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense 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 _____, its agents, servants, and _____
_____ employees or any and all costs,
Contractor/Subcontractor
expense and/or attorney fees incurred by_____, as a result of any
Contractor/Subcontractor
claims demands and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the University, State of Louisiana, all State Departments, Boards, Commissions, its agents, representatives, and/or employees.
_____ agrees to investigate, handle, respond to,
Contractor/Subcontractor
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 _____
Company Name
Signature _____

Title _____

Date Accepted _____

Is Certificate of Insurance Attached ____Yes____No

Contract No._____for_____

Louisiana State University & A & M College

PURPOSE OF CONTRACT: _____