



**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA**

A Member of the University of Louisiana System

**INVITATION TO BID
To Furnish, Deliver, and Setup Pianos
for the Music & Performing Arts Department**

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

DIRECTOR OF PURCHASING: Richard Himber

PROCUREMENT SPECIALIST: Misty Betz
Telephone: (985) 549-5414

REQUISITIONED BY: Jeffrey Wright
Telephone: (985) 549-2184

RELEASE DATE: February 22, 2024

DEADLINE FOR FAX INQUIRIES: February 26, 2024 Fax To: 985-549-3810
Attn: Misty Betz

BID OPENING DATE: March 5, 2024

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

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

This ITB is available in electronic form at <https://wwwcfprd.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 maybe issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

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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 LA University Purchasing Department Property Control & Supply Bldg 2400 North Oak St Hammond, LA 70402
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Bids submitted are subject to LA R.S. 39:15511736; 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 in ink 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 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, 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 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, age, national origin, handicap, disability, veteran status, or any other nonmerit 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 vendor.

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Rvdsd. 01/2021

BID RESPONSE PAGE

ITEM #	ITEM DESCRIPTION	QUANTITY	Unit Price	Extended Price
1.	Yamaha P22 Upright Piano Satin Ebony Finish	14		
2.	Yamaha C2X Grand Piano Polished Ebony Finish	3		
3.	Dampp-Chaser Piano Life Saver Unit for Yamaha P22 Upright	14		
4.	Dampp-Chaser Piano Life Saver Unit for Yamaha C2X Grand Piano	3		
		TOTAL		

Special delivery and setup instructions.

Supplier is required to provide a piano dolly to deliver the upright pianos, and a piano or skid board to deliver for the grand pianos. Supplier is also required to move and setup up the pianos at the required location.

All prices for any charges associated with this purchase should be included in the unit price. The university is not responsible for any additional charges incurred after an award is made and a purchase order issued.

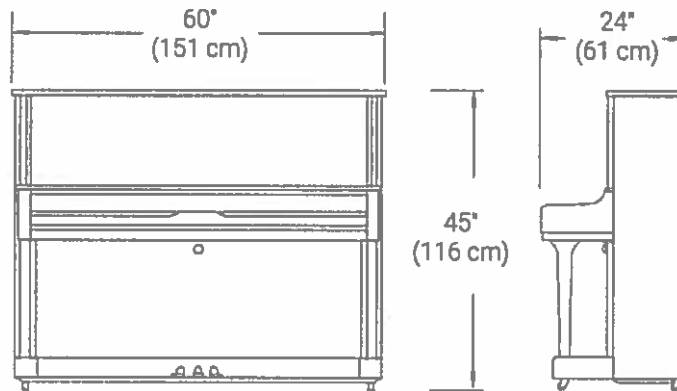
Delivery and Setup location:

Pottle Hall
310 Ned McGeeHee Dr
Hammond, LA 70402

**THIS IS A PROPRIETARY BID AND ONLY NAME
BRANDS LISTED WILL BE ACCEPTED.**

Specifications

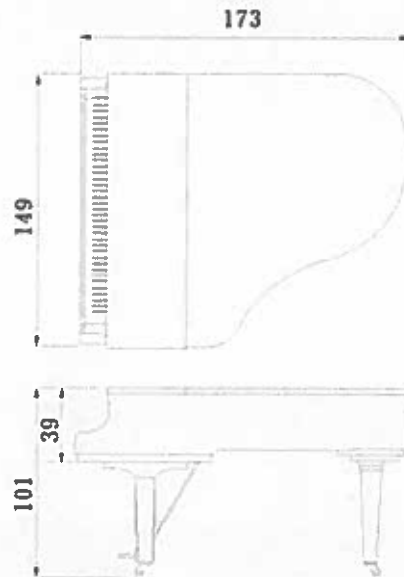
Item No. 1



Soundboard: Spruce
Soundboard Ribs: Spruce
Back Posts: 5
Bridge Construction: Two-piece separated
Wood seasoned for destination: Yes
Frame: V-Pro Vacuum Shield Mold Process
Key Material: Seasoned spruce
White Key surfaces: Acrypet™
Black Key surfaces: Phenolic Resin
Fallboard: Soft close
Fallboard and lid lock: Yes
Pedal: Soft/Mute/Damper
Caster: Single
Weight: 527 lbs. (239kg)
Color: Satin Ebony

Specifications Continued

Item No. 2



Soundboard: Spruce
Soundboard Ribs: Spruce
Back Posts: 4 – Merkus Pine
Bridge Construction: Two-piece separated
Frame: V-Pro Vacuum Shield Mold Process
Tone Collector: Yes
Key Material: Seasoned spruce
White Key surfaces: Ivorite™
Black Key surfaces: Wood composite
Fallboard: Soft-close
Lid lock: Yes
Pedal: Shift/Sostenuto/Damper
Caster: Single-wheeled solid brass casters
Weight: 674 lbs. (305 kg)
Color: Polished Ebony

**THE BELOW EXTENSIONS OF COVERAGES
SHALL BE MARKED OR STATED
ON THE
CERTIFICATE OF INSURANCE**

EXTENSION OF COVERAGE ACKNOWLEDEMENT

**GENERAL LIABILITY:
INCLUDES THE FOLLOWING AS ADDITIONAL INSURED:**

State of Louisiana
Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

**AUTOMOBILE LIABILITY:
INCLUDES THE FOLLOWING AS ADDITIONAL INSURED:**

State of Louisiana
Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

**WORKERS COMPENSATION:
INCLUDES WAIVER OF SUBROGATION IN FAVOR OF:**

State of Louisiana
Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402



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, employees, and volunteers, from and against any and all claims, damages, 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, expenses and/or attorney fees incurred by PROVIDER as a result of any claims, demands, suits, or causes of action except of those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, its agents, servants, employees, and volunteers. PROVIDER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the PROVIDER in defense of claims, but this shall not affect the Provider's responsibility for the handling of and expenses for all claims.

Provider Name (Name of Business)

Signature (Authorized Officer)

Title

Date Accepted

CONTRACT FOR: Southeastern Louisiana University

CONTRACT NO. _____

PURPOSE OF CONTRACT:
Furnish, Deliver, and Setup Pianos for the Music & Performing Arts Department