



# Calcasieu Parish Sheriff's Office

TONY MANCUSO, SHERIFF AND EX-OFFICIO TAX COLLECTOR

Parish of Calcasieu • 5400 E. Broad Street • Lake Charles, LA 70615  
Phone (337) 491-3700 • Fax (337) 494-4522

BIDDER CHECKLIST FOR Covid 19 PPE Equipment and Supplies      BID # 2021-8.2

Must include bid specification sheet	
Must include bid form signed	
Must include bid bond	NA
Must include deviation sheet if there are deviations of specifications.	
Include W-9 for vendor setup	



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CALCASIEU PARISH SHERIFF'S OFFICE  
PARISH OF CALCASIEU, LOUISIANA

Is accepting Bid's on

## **Purchase and Delivery of Covid 19 PPE (Personal Protective Equipment) Equipment and supplies.**

**BID # 2021-8.2**

2020 Covid Justice Assitance Grant - # 2020-VD-BX-0914

This proposal will be received by:

THE PURCHASING AGENT

1011 Lakeshore Drive, Suite 606 (Magnolia Building)

LAKE CHARLES, LOUISIANA 70601

until

**10:00 A.M., CENTRAL STANDARD TIME**

**TUESDAY**

**March 16, 2021**

Advertisement in the Official Journal

LAKE CHARLES AMERICAN PRESS

Please read bidding instructions on the following pages

**CAREFULLY**

**THIS IS THE BID PROPOSAL OF**

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

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

BID DUE DATE: \_\_\_\_\_



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## ADVERTISEMENT

The Purchasing Agent, on behalf of the Calcasieu Parish Sheriff's Office of Calcasieu Parish, Louisiana, does hereby advertise for sealed bids and will open same on:

1. **Tuesday, March 16, 2021.**
2. At the Office of the Calcasieu Sheriff's Purchasing Agent, at the Calcasieu Parish Sheriff's Office Magnolia Building, 1011 Lakeshore Drive, Suite 606, Lake Charles, Louisiana, 70601, at the hour of 10:00 a.m. C.S.T.
3. For the purchase and installation of Covid 19 PPE Equipment and Supplies as outlined in the specifications of this BID.
4. All bids must be submitted on BID FORM or Electronic Bid Form. Paper Bid may be obtained in the Sheriff's Office Purchasing division in the Administration Building or access electronic bidding through [www.bidsync.com](http://www.bidsync.com).
5. Preference is given to materials, supplies, and provisions that are produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside the State.
6. The Sheriff Office reserves the right to reject any and all bids for just cause as permitted by LA R.S. 38:2214B. The ability of an Entity to reject any bid is applicable only when administered in accordance with the Public Bid Law. In accordance with LSA—R.S. 38:2212(B)(1), the provisions and requirements of this Section, those stated in the bidding documents shall not be waived by any entity.
7. Bids may be held by the Sheriff's Office for a period not to exceed forty-five (45) days from the date of the opening of bids for the purpose of reviewing the bids and investigation the qualifications of bidders, prior to award.
8. Official action on this bid will be taken within Forty-five (45) days by the Calcasieu Parish Sheriff's Office.
9. This purchase is being made under a federal grant, 2020 Covid Justice Assistance Grant: 2020-VD-BX-0914. All terms and conditions that apply to federal procurement and standards apply.
10. All bids **must** be plainly marked on the outside of the envelope:

BID FOR “2021-8.2 Calcasieu Parish Sheriff's Office Covid 19 – PPE Equipment and Supplies”

Nicole C. Ory, Purchasing Agent

**RUN: Lake Charles American Press – February 26 and March 5 and 12, 2021**



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## INSTRUCTIONS TO BIDDERS

1. Read the entire bid, including all terms and conditions, and specifications. Bid packages should be returned in its entirety. Bidders shall promptly notify the purchasing department of any ambiguity, inconsistency or error which they may discover upon examination of the Bidding Documents. Bidders, requiring clarification or interpretation of Bidding Documents, shall make a written request to the purchasing department at least seven days prior to the date of receipt of bids. Any interpretation, correction or change of the Bidding Documents will be made by Addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections or changes.
2. All Bid prices must be typed or written in ink. The bidder should initial any corrections, erasures, or other forms of alteration to unit prices. Amount shall be shown in both words and figures. In case of discrepancy, whichever is in the best interest of the sheriff's office shall govern.
3. This bid is to be manually signed in ink, or submitted electronically.
4. Bid prices shall include delivery of all items (F.O.B. destination, freight prepaid and allowed). Bids containing "payment in advance" or "C.O.D." requirements may be rejected. Payments on the awarded bids will be made upon delivery of equipment, vehicle, material, or supplies in accordance with established payment procedures of the Division of Finance of the Calcasieu Parish Sheriff's Office.
5. Amount of Bid Bond Not Required: N/A\_the bid guarantee must be made payable to the Calcasieu Parish Sheriff's Office. The bid bond must be in the form of a certified check or cashier's check drawn on a bank insured by the FDIC, or a Calcasieu Parish Sheriff's Office Bid Bond Form contained in contract documents, shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company in good standing licensed to write bid bonds which is either domiciled in Louisiana or owned by Louisiana residents, all in accordance with LSA—R.S. 38:2218. No Bid Bond indication an



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## INSTRUCTIONS TO BIDDERS-cont.

obligation of less than five percent (N/A) by any method is acceptable. If bid bond is submitted electronically, an electronic bid bond as described in LSA—R.S. 38:2212 E.(1) per the standards adopted by the Office of the Governor, Division of Administration and the Office of the Information Technology as provided for in LAC 4:XV.701 will be required. The checks of all unsuccessful bidders will be returned. Payments on the awarded bids will be made upon delivery of equipment, vehicle, material, or supplies in accordance with established payment procedures of the Division of Finance of the Calcasieu Parish Sheriff's Office. The bid guarantees of all unsuccessful bidders will be returned. Bid will not be read and considered, if bid guarantee is not attached.

6. Amount of Performance Bond, if required: NA or NA % of bid.  
Amount of Payment Bond, if required. NA or NA % of bid.
7. Delivery: On an as needed basis. Will need deliver within 4 weeks of Purchase Order being issued.
8. The bidder must submit his bid on the form herein provided with the blank spaces filled in for every item(s) on which a bid is submitted. Bids may be rejected, if they show additions not called for, conditional or alternate bids not called for, or for incomplete bids. To assure consideration of your bid, all bids and addenda together with the bid guaranty (if applicable) should be returned in an envelope or package clearly marked with the bid opening date and the bid description, as to indicate its contents without being opened. This envelope shall be sealed and delivered to the location designated herein prior to or by the bid date and time specified in the official advertisement. No responsibility will be attached to Calcasieu Parish Sheriff's Office for the premature opening of a package not properly addressed and identified, and/or delivered to the wrong office. Bids received after the time specified will not be accepted or considered and will be returned to the Bidder.
9. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to LSA-R.S. 38:2181-2319; instructions to bidders; special conditions; and specifications listed in this solicitation.
10. IMPORTANT: By signing the bid, the bidder certifies compliance with all instructions to bidders, special conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (See No. 30). All bid information shall



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## INSTRUCTIONS TO BIDDERS-cont.

be made with ink or typewritten. Any cost incurred by the vendor in preparing or submitting the Proposal are the responsibility of the Vendor and will not be reimbursed by the Calcasieu Parish Sheriff's Office.

11. Address all inquiries and correspondence to the contact person at the phone and address shown in the specifications. Questions or inquiries regarding proposal documents or specifications are due within seven (7) days from proposal opening. Inquires received after this time period will not be answered or addressed.

12. Conference Date:       N/A      .

13. Bid Forms.

All paper bids must be submitted on Bid Forms or Electronic Bid Forms. Paper Bids may be obtained in the Office of the Sheriff's Office Purchasing Agent in the Administration Building or access electronic bidding through [www.bidsync.com](http://www.bidsync.com).

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided herein, properly signed (See No. 30).

Bids submitted in the following manner will not be accepted:

- A. Bid contains no signature indicating intent to be bound;
- B. Bid filled out in pencil; and/or
- C. Bid not submitted on the Sheriff's Office Bid Form (Paper Form).

14. Standards of Quality.

The Calcasieu Parish Sheriff's Office reserves the right to reject any materials it deems unsuitable for the proposed intent. Any product or service bid shall conform to all applicable Federal, State, or municipal laws and regulations and the specifications contained in the solicitation. Whenever the Calcasieu Parish Sheriff's Office states in the specifications name of a certain brand, make, manufacturer, or definite specification that they are used only to denote the quality standard of product desired and that they do not restrict bidders to the specific brand, make, manufacturer, or specification named and that equivalent products will be acceptable. 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. Retrofitted equipment from



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## INSTRUCTIONS TO BIDDERS-cont.

different manufacturers will not be accepted unless written consent from each manufacturer involved is presented with the bid stating that equipment has been tested and proven compatible. Any equipment, vehicle, material, or supplies to be furnished under this proposal shall be in strict compliance with the specifications herein for said equipment, vehicle, material, or supplies, and the decision of the Sheriff's Office Administrator as to the true meaning of same shall be final. All customary guarantees for workmanship and replacements of defective parts, as specified, by the manufacturer for the particular item furnished shall apply to the equipment, vehicle, material, or supplies furnished under this bid. Product as per bid shall have been in production for no less than three (3) years, if applicable.

### 15. Descriptive Information.

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for Calcasieu Parish Sheriff's Office 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 specifications 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 item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

### 16. 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 requesting in writing from the Purchasing Department. Bid tabulations may be mailed after award of bid.

### 17. Award.

The Calcasieu Parish Sheriff's Office reserves the right to award items on an all-or-none basis and to reject any or all bids. Each and every bid will be evaluated based upon the proposed product price, specification, product support, performance characteristics, and suitability, in the opinion of the Calcasieu Parish Sheriff's Office to





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## INSTRUCTIONS TO BIDDERS-cont.

properly perform the tasks required. Final determination based upon previously stated criteria of purchase award, is to be the sole discretion of the Calcasieu Parish Sheriff's Office.

18. Prices.

Unless otherwise specified by the Calcasieu Parish Sheriff's Office in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of forty-five (45) days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. destination, freight prepaid and allowed may be rejected. Prices should be quoted in the unit (each, box, case, etc.) as specified in the solicitation.

19. Deliveries/Acceptance.

Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation. Upon delivery of the product to the Calcasieu Parish Sheriff's Office, an inspection of the same will be made by a representative of the Sheriff's Office at the point of delivery. Acceptance of the product will be made after inspector determines that all requirements of the specifications and the bid have been met.

20. Taxes.

The Calcasieu Parish Sheriff's Office is exempt from all state and local sales and use taxes provided by LSA-R.S. 47:301 (8) (c).

21. 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.

22. Contract/Contract Renewals.

The entire bid package in accordance with all plans, specifications, instructions, general conditions, special conditions, any addenda issued, and the proposal, including alternates, unit prices becomes the contract upon award by the Calcasieu Parish Sheriff's Office.





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## INSTRUCTIONS TO BIDDERS-cont.

The Contractor shall and will provide and furnish all materials, equipment, and labor and perform the work required to build, construct, and complete in a thorough and workmanlike manner, to the satisfaction of the Calcasieu Parish Sheriff's Office in accordance with all plans, specifications, instructions, general conditions, special conditions, any addenda issued, and the proposal, including alternates, unit prices, and allowances (if applicable) on file in the office of the Calcasieu Parish Sheriff's Office, as fully as if set out herein, and hereby becomes a part of this Contract.

Contract renewal: upon agreement of the Calcasieu Parish Sheriff's Office and the contractor, a term contract may be extended for 4 additional 12 month periods at the same prices, terms and conditions, in such cases, the total contract term cannot exceed 60 months.

23. Warranties, Termination of Agreement and Dispute Resolution, Contract Cancellation. Contractor warrants the following: (1) that it has the experience and ability to perform the scope of work required in this Agreement, (2) that it will perform said scope of work in a professional, competent and timely manner, (3) that its services, reports and materials furnished hereunder will be represented, (4) that it has the power to enter into and perform this Agreement, and (5) that its performance of this Agreement shall not infringe upon or violate any third party or any federal, state or municipal laws.

While both parties agree to negotiate all contractual disputes in good faith, the Calcasieu Parish Sheriff's Office reserves the right to terminate this agreement at any time upon written notice of termination, in which event, The Contractor will be reimbursed for all construction activity, products and/or services satisfactorily provided up until the date of termination. If the notice of termination states that it is "for cause", the Calcasieu Parish Sheriff's Office will state the cause or causes alleged and may withhold payment of any costs and fees related to, arising from or incident to the stated cause or causes for termination. If the parties are unable to independently and satisfactorily resolve any disagreement then both parties agree that any contractual disagreement will be resolved under the jurisdiction of the 14th Judicial District Court for Calcasieu Parish, Louisiana.

The Calcasieu Parish Sheriff's Office has the right to cancel any contract, 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



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## INSTRUCTIONS TO BIDDERS-cont.

contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the Calcasieu Parish Sheriff's Office; (5) Conflict of contract provisions with constitutional or statutory provisions of federal, state, or municipal law; (6) Any other breach of contract.

24. Default of Bidder/Contractor.

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract and/or the bid guaranty accompanying the bid shall be forfeited by the bidder. Where the Calcasieu Parish Sheriff's Office has determined the contractor to be in default, the Calcasieu Parish Sheriff's Office 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.

25. Order of Priority.

In the event there is a conflict between the instructions to bidders or standard conditions and the special conditions, the special conditions shall govern.

26. Applicable Law.

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

27. 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 non-merit factor.

28. Special Accommodation.

Any "qualified individual with a 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 (7) 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 before the bid opening.

29. Indemnity.

The CONTRACTOR will indemnify, defend, and hold harmless the SHERIFF'S OFFICE, including the SHERIFF'S OFFICE employees and agents, from and against any and all claims



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## INSTRUCTIONS TO BIDDERS-cont.

or liabilities arising from the fault of the CONTRACTOR, its employees or agents in carrying out the CONTRACTOR'S duties and obligations under the terms of this agreement. The SHERIFF'S OFFICE will indemnify, defend, and hold harmless the CONTRACTOR, including the CONTRACTOR'S employees and agents, from and against any and all claims or liabilities arising from the fault of the SHERIFF'S OFFICE, its employees or agents in carrying out the SHERIFF'S OFFICE duties and obligations under the terms of this agreement. This section will survive the termination of this agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

### 30. Signature Authority.

In accordance with LSA-R.S. 38:2212, the person signing the bid must be:

- A. The signature on the bid is that of any 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
- B. An individual authorized to bind the vendor as reflected by a corporate resolution, certificate or affidavit; or
- C. Other documents indicating authority, which are acceptable to the Calcasieu Parish Sheriff's Office.

### 31. Tie Bids.

- A. Definition: Tie bids - low responsive bids from responsible bidders that are identical in price and which meet all requirements and criteria set forth in the Invitation for Bids.
- B. Award. In the discretion of the Purchasing Agent, award shall be made in any manner that will discourage tie bids. This would include, but is not limited to, consideration of such factors as resident business, proximity, past performance, delivery, and completeness of bid proposal, or a coin toss. Tie bids over \$10,000 must be reported to the attorney general. See LSA-R.S. 39:1626 Reporting of Suspected Collusive Bidding or Negotiations.

### 32. Change Orders.

Change orders shall be justified in writing and approved by the Calcasieu Parish Sheriff's Office Purchasing Department prior to work commencing. Cost savings realized by the Contractor as a result of any change orders shall be reimbursed to the Parish.



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## INSTRUCTIONS TO BIDDERS-cont.

33. Contract Modifications.

Contract modifications may result from technological enhancements, manufacturer discontinuance, or obsolescence. If an item meets or exceeds original specifications and the price is equal to or lower than the original bid price, a contract modification may be requested in writing by the Contractor to the Calcasieu Parish Sheriff's Office Purchasing Department for review.

34. Rejection.

The Calcasieu Parish Sheriff's Office reserves the right to reject any and all bids for just cause. In accordance with LA –R.S. 38:2212B.(1), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the Bid Form shall not be considered as informalities and shall not be waived by any public entity.

35. Invoices.

Invoice for the product, delivery and accepted shall be made out by the bidder using his own invoice forms. The invoice should be in triplicate, and a copy of the Official Purchase Order should be attached to the invoice. Payments on the awarded bids will be made upon delivery of equipment, vehicle, materials, or supplies in accordance with established payment procedures of the Division of Finance of the Calcasieu Parish Sheriff's Office.

36. Other.

The Calcasieu Parish Sheriff's Office prior to award may request a list of references of all products sold as per bid specifications within the last year in the State of Louisiana.



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## INSTRUCTIONS TO BIDDERS-cont.

### 1. Bid delivery instructions for Calcasieu Parish Sheriff's Office.

Paper Bids may be mailed through the U.S. Postal Service to:

Calcasieu Parish Sheriff's Office  
CFO  
1011 Lakeshore Drive, Suite 606  
Lake Charles LA 70601

Paper Bids may be delivered by hand or courier service to our physical location as follows:

Calcasieu Parish Sheriff's Office  
CFO  
1011 Lakeshore Drive, Suite 606  
Lake Charles LA 70615  
(337) 602-6846

The Bid must be sealed in a package(s) and should have the following information showing, in addition to the address shown above, the following information on the outside:

Bidder's Name, Contact, Phone Number, and Email address  
Bid name  
Bid Due Date

All bids must be plainly marked on the outside of the envelope:

BID FOR "BID NUMBER"

**Louisiana Contractor's License Number** (if bid amount is \$50,000 or more for public works bid)

Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Physical location meaning inside the Purchasing Office of the Calcasieu Parish Sheriff's Office. The Calcasieu Parish Sheriff's Office is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.

**CURRENT INSURANCE CERTIFICATE SHOULD BE SUBMITTED WITH BID.**



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## BID SPECIFICATION FORM March 16, 2021

Bid for Purchase and Delivery of Covid 19 PPE Equipment and Supplies			
GENERAL SCOPE: Bid for Covid 19 PPE Equipment and Supplies	COMPLIANCE RESPONSE		
Section 1.0 – Equipment Specifications –	YES	NO	DEVIATION
1. N95 NIOSH approved Masks (estimated quantity – 9,000)			
2. Surgical Masks – 3 ply or better (estimated quantity – 9,000)			
3. Disposable Face Shields with elastic band and sponge headband, anti-fog (estimated quantity – 9,000)			
4. Half face mask respirators capable of accepting a P-100 cartridge/filter combo (estimated quantity - 172)			
5. Filters for half masks respirators P-100 cartridge/filter combo style (estimated quantity - 172)			
6.			
7.			
8.			
9.			
10.			
Section 2.0 – Standard Accessories	YES	NO	DEVIATION
1.			
2.			
3.			
Section 3.0 – Delivery and Installation			
1. Included in the price per item			
2. Delivery within 2-4 weeks of Purchase order being issued			
3.			
Section 10.0 Warranty/Maintenance			



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## BID FORM SPECIAL CONDITIONS

The bidder should submit with their bid the latest cuts and printed literature from the manufacturer on the proposed equipment, vehicle, material, or supplies described in detail.

Bids will not be accepted unless the firm submitting the bid has an operational factory adequate for and devoted to the manufacturer of the equipment, vehicle, material, or supplies it proposes to supply or is an authorized dealer or supplier for such a firm. Bids will be accepted only from established manufacturers or their authorized dealers.

Bidder must check each specification item as "yes" or "no" to indicate that the equipment, vehicle, material, or supplies meets specifications. If the equipment, vehicle, material, or supplies does not meet the specifications, the bidder must check "no" and write in the deviation on the specification sheet. Upon delivery, the equipment, vehicle, material, or supplies must comply with the bidder's bid sheet. Successful bidders must provide at the time of delivery, factory line set tickets for each unit purchased if required in the specifications.

In the event a bidder's proposed equipment, vehicle, material, or supplies differs from the specifications, the bidder shall explain the deviations in detail, using the attached deviations narrative form provided. Failure to do so could result in bid rejection. The absence of specification deviations will hold the bidder strictly accountable to the specifications as written.

Bidder is to supply at least one copy of the complete operation and maintenance manuals covering the equipment and supplies as delivered. Additional copies of operations and maintenance manuals if required will be detailed in the specifications.

Successful bidder must perform or provide for all warranty work to be completed within the boundary of Calcasieu Parish by an authorized dealer or provide for the transport of the complete unit (product) to and from an authorized dealer at **no cost** to the Calcasieu Parish Sheriff's Office or if vehicle/equipment is driven, the successful bidder must pay the Calcasieu Parish Sheriff's Office the IRS Standard Mileage Rate (for business miles driven) times the number of miles driven to and from authorized dealer. If at any time during the warranty period, the party designated for warranty work is unable or unwilling to perform the warranty work in a timely manner as determined by the Calcasieu Parish Sheriff's Office, the Sheriff's Office may at its option perform said warranty work utilizing Calcasieu Parish personnel or sublet warranty work. Whereas all cost for the performance of this work shall be reimbursed by bidder to the Calcasieu Parish Sheriff's Office in a timely manner.





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## BID FORM SPECIAL CONDITIONS

Bidders shall indicate in their proposals the number of working days for delivery of the completed equipment/supplies from the date of bid acceptance by the Purchaser. The equipment/supplies shall be delivered complete and ready for operation.

The competency and responsibility of bidders will be considered in making the award. Calcasieu Parish Sheriff's Office reserves the right to reject any and all bids for just cause. In accordance with LSA —R.S. 38:2212 B.(1), the provisions and requirements of this Section, and those stated in the bidding documents, shall not be waived by any public entity. These specifications together with any other documents required herein, shall be included and/or made a part of the final contract. Bidder should submit a copy of the proposed contract form.

Pursuant to LA-R.S. 38:2212.8: Prohibition of bids from or contracts with unlicensed dealers and further states:

A public entity shall not accept any bid from or enter into any contract or cooperative endeavor agreement, or any other transaction for the procurement of vehicles, with a dealer who does not possess a valid dealer's license issued under the provisions of R.S. 32:1254.

A public entity shall require that any bid submitted by, or a contract or cooperative endeavor agreement with, a dealer for the purchase of vehicles shall include a copy of a valid dealer's license issued under the provisions of R.S. 32:1254.

A public entity shall reject any bid submitted by a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.

A public entity shall not sign a contract or cooperative endeavor agreement with a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.

If in the course of an audit or review by the legislative auditor, pursuant to the powers and duties in R.S. 24:513, a violation of this Section is found, the legislative auditor shall report such findings to the Louisiana Motor Vehicle Commission.

**Vendor represents that the prices charged to the Sheriff's Office on bid items do not exceed selling prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.**



# Calcasieu Parish Sheriff's Office

TONY MANCUSO, SHERIFF AND EX-OFFICIO TAX COLLECTOR

Parish of Calcasieu • 5400 E. Broad Street • Lake Charles, LA 70615  
Phone (337) 491-3700 • Fax (337) 494-4522

## NON PUBLIC WORKS FORM

Purchasing Agent, on behalf of the Calcasieu Parish Sheriff's Office, will receive sealed bids for the purchase of Covid 19 PPE Equipment and Supplies, complete as per specifications, until **Tuesday March 16, 2021**, at the Calcasieu Parish Sheriff's Office Purchasing Office, **1011 Lakeshore Drive, Suite 606, Lake Charles, Louisiana, 70601.**

ANY deviations from the specifications outlined herein **MUST BE NOTED** at the time of the bid submittal, and the Calcasieu Parish Sheriff's Office reserves the right to make a determination as to the quality of the deviation. Any questions regarding said specifications should be directed to Jennifer Creel (337-431-8076) or by email [jcreel@cpso.com](mailto:jcreel@cpso.com).

**(Amounts shall be shown in both words and figures. In case of discrepancy, whichever is in the best interest of the Sheriff's Office shall govern.)**

Acknowledge Addendum # \_\_\_\_\_ (If applicable)

**TOTAL DELIVERED BID PRICE** for) Purchase of one N95 mask

Complete as per all specifications ----- \$ \_\_\_\_\_  
\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one Surgical mask

Complete as per all specifications ----- \$ \_\_\_\_\_  
\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one pair of Disposable Nitrile gloves

Complete as per all specifications ----- \$ \_\_\_\_\_  
\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**



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**TOTAL DELIVERED BID PRICE** for) Purchase of (1) One Disposable Face Shield

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of (1) One Half Face Mask Respirator

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one half mask respirator filters

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one disposable suit (coveralls)

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one SCBA 45 minute cylinder

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**



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**TOTAL DELIVERED BID PRICE** for) Purchase of one Disinfectant chemical 55 gallon drum

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

**TOTAL DELIVERED BID PRICE** for) Purchase of one Hand sanitizer- 275 gallon tote

Complete as per all specifications ----- \$ \_\_\_\_\_

\_\_\_\_\_ **DOLLARS**

**AND** \_\_\_\_\_ **CENTS**

SUBMITTED BY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SIGNATURE OF AGENT (**Required**): \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED AGENT'S NAME: \_\_\_\_\_

FEDERAL I.D. NUMBER: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

INTERNET HOME PAGE: \_\_\_\_\_



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