LSU Health Sciences Center
ADMINISTRATION AND FINANCE
Purchasing/Distribution Services

School of Medicine in New Orleans
School of Medicine in Shreveport
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
Health Care Services Division

INVITATION TO BID

COVER LETTER

ADDITIONAL INFORMATION BID # 000380

CHANGE THE INSTRUCTIONS TO BIDDERS AS FOLLOWS:

Delete all references to bid envelopes and labels.

Delete item numbers 6 and 7 (Page 2)

PLEASE NOTE THAT THIS IS A SEALED BID AND MUST BE RETURNED VIA U.S. MAIL, EXPRESS DELIVERY OR HAND DELIVERED TO THE PURCHASING OFFICE BY THE DUE DATE AND TIME INDICATED. **BID RESPONSES CANNOT BE RECEIVED ELECTRONICALLY (VIA FAX OR EMAIL).**

The enclosed INVITATION TO BID FORM must be signed and returned with your bid submittal. Louisiana State Purchasing Regulations require an **authorized signature** for a sealed bid to be acceptable. Please note the explanation of signature authority on the Invitation to Bid- Page 4 of 6, #31. Please include the vendor name and address on signature page which is page one of Invitation to Bid in the upper left hand box, underneath bid solicitation number and bid opening date.
Bids are to be submitted in a sealed envelope, referencing the bid number, title, due date and time on the outside of the envelope. Bids must be delivered to the LSUHSC Purchasing Department 433 Bolivar Street Room 623C New Orleans, La. 70112

Lori A. Long
Purchasing Manager-LSUHSC Auxiliary Enterprises

Invitation to Bid

LSUNO Auxillary

LSU Health Sciences Center

VENDOR NO. :
SOLICITATION : 000380
OPENING DATE : 02/17/2014

BIDS WILL BE PUBLICLY OPENED:

February 17,2014 02:00 PM

Return Bid in Envelope/Labels Provided to:
Purchasing Department
433 Bolivar St
Room 623
New Orleans LA 70112

BUYER : Long, Lori
BUYER PHONE : 504/568-4715
DATE ISSUED : 01/23/2014
REQ. NO : 0005681
FISCAL YEAR : 2014

From Req ID - 0005681-Stock

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
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 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.

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

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 2 of 5
NUMBER : 000380 OPEN DATE : 02/17/2014 TIME: 02:00 PM	BIDDER:

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.
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 SUCCESSFU 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,

Invitation to Bid

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BIDDER:

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 AN 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, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A 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,

Invitation to Bid

NUMBER : 000380
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BIDDER:

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.

Invitation to Bid

PRICE SHEET		Page 5 of 5
NUMBER : 000380	BIDDER:	
OPEN DATE : 02/17/2014 TIME: 02:00 PM		

UNLESS SPECIFIED ELSEWHERE SHIP TO:

ATTN: Kathleen Gebbia
1901 Perdido St Rm 2100
New Orleans LA 70112

Line No.	Description			Unit Price	Extended Amount
1	BLANKET CONTRACT FOR STOCK RESEARCH SUPPLIES AND LABORATORY APPARATUS FOR THE PERIOD OF 3/7/14 THROUGH 3/6/15. NO QUANTITIES ARE GUARANTEED . Specify brand, model bid(if applicable) _____ THE QUANTITIES LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY LSUHSC TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID. AT THE OPTION OF BOTH PARTIES THIS CONTRACT MAY BE EXTENDED FOR UP TO 4 ADDITIONAL ONE YEAR PERIODS. SEE ATTACHMENT A FOR SPECIFICATIONS, TERMS AND CONDITIONS. VENDOR IS TO SUBMIT PRICING AND PRODUCT INFORMATION ON THE EXCEL FILES. PLEASE INCLUDE VENDOR NAME ON THE FIRST PAGE OF THE INVITATION TO BID. INCLUDE BID NUMBER AND DUE DATE ON THE ENVELOPE OF YOUR BID SUBMITTAL. PLEASE ADDRESS ALL INQUIRIES TO LORI LONG VIA EMAIL - lcueva@lsuhsc.edu .	1.00	EA	_____	_____

Attachment A – Bid #000380

STOCK RESEARCH SUPPLIES AND LABORATORY APPARATUS

General Specifications

LSU Health Sciences Center in New Orleans is anticipating the purchase of stock research supplies and laboratory apparatus to be distributed by Medical Center Stores. The attached list represents items that will be carried in stock and will be immediately available to researchers in the Health Sciences Center upon request. The successful bidder for each item will be the primary supplier of that item.
One purchase order will be issued for the corresponding location listed below:

Location

Ship to: Medical Center Stores
1901 Perdido Street, Room 2100
New Orleans, LA 70112
Bill to: LSUHSC -Auxiliary Enterprises/MCS
1901 Perdido Street, Room 3103
New Orleans, LA 70112

The vendor stock numbers noted are for reference. Equivalent products of equal or greater quality will be considered for most items. **"Brand Name Only" or" No Substitutions" will be noted on the Header Section of items that must be bid as specified.** Bidders must indicate the stock number and manufacturer of substitutions being offered. Bidders offering equivalent products must supply a product data sheet for all equivalent products with bid submittal – failure to submit the data sheets may cause rejection of the bid. Apparent low bidders may be requested to supply samples of the equivalent bid items for evaluation. **When a request for a sample is made, it is expected to be fulfilled within 5 business days. Failure to provide information and/or samples will mean that item will not be considered and the next apparent acceptable low bid will be chosen.**

Bidders must indicate standard quantities per order unit of items being offered (e.g. 24 each per case) otherwise the quantities will be assumed to be the same as indicated by the description and stock number provided, and the successful bidder will be responsible for providing these quantities at the offered price.

Orders will be called in as needed. No quantities are guaranteed. Minimum Order Quantities will not be accepted. All Bid Submittals which reference "Minimum Order Quantities" will be rejected.

Bidders must indicate, for each item, their current list price in addition to the offered price to enable the store to evaluate the discount and assess the feasibility of continuing to carry that item in stock before the award is made. Items are carried in stock based on both customer demand and the level of discount offered by the vendor. **If an item is discontinued during contract period, an acceptable substitute must be provided at original bid price.**

Quoted prices must remain fixed for the period of the contract and include all shipping, handling, hazardous fees, ice fees, insurance, and any other associated costs. Bids submitted that do not include these costs or have variable pricing will not be considered. Under no circumstances will a price increase be allowed on any item during the duration of the contract.

Quantities:

The quantities listed are estimates based on recent sales. Although no specific quantities can be guaranteed, it is expected that sales volume will continue to increase and purchases may exceed the estimates. In the event that a greater or lesser quantity is needed, the right is reserved by LSUHSC to increase or decrease the amount, at the unit price stated in the bid.

Delivery Times:

It is expected that orders will be filled and delivered within five (5) working days of receipt of the order by the vendor. It is expected that the successful vendor will maintain a sufficient inventory on hand to meet the needs of the research supply operation. **In cases where an item is backordered in excess of two (2) weeks, the vendor must offer an equivalent or superior substitute product at the original awarded price. Vendors who fail to provide merchandise within this time frame may be considered in breach of contract and as a result the purchase order may be canceled.**

Shipment Terms:

Shipments are to be on the basis of FOB domestic destination. Freight charges are to be included in the bid price. If rush overnight shipment is requested, the supplier will have the option of adding shipping charges on a "prepay-and-add" basis. Collect shipments cannot be accepted.

Invoicing:

Indicate payment terms and discounts available for rapid payment. Such discounts may be considered in the award process.

Termination:

The contract can be cancelled if the winning vendors fail to meet all requirements of the contract specifications, without any penalty. It is the responsibility of the vendor to be sure all vendor personnel associated with the contract are knowledgeable of the contract requirements. Should the vendor fail to deliver the equipment and services as specified, the vendor will be required to comply within 10 days of written notice from LSUHSC. Failure to comply will result in contract termination. Termination for Convenience: The State may terminate this Agreement at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date.

Submission of bids:

Bids should be submitted via mail, hand delivered or express delivery to the address below. Please return bid in a sealed envelope with the bid number and due date clearly marked on the front of the envelope. This bid CANNOT be returned via electronic format (fax or email).

Bids should be mailed to:	LSUHSC Attn. – Lori A. Long 433 Bolivar Street 6th Floor – Rm #623C New Orleans, La. 70112
Bid Due Date:	February 17, 2014 @ 2:00 P.M.
Bid Opening Date:	February 17, 2014 @ 2:00 P.M.
Bids will be publicly opened at:	LSUHSC 433 Bolivar Street 6th Floor – Room #623C New Orleans, La. 70112

NOTE TO BIDDERS: PLEASE INSURE THAT YOUR BID IS DELIEVERED BY THE DUE DATE OF FEBRUARY 17, 2014 @ 2:00 P.M. Late bids will NOT be accepted. No exceptions.

Bids are submitted with fixed pricing for the contract period of MARCH 7, 2014 THROUGH MARCH 6, 2015.

Bidders are provided with an Excel file which lists the bid items. Pricing, manufacturer, catalog number, and packaging must be referenced on the Excel File. All bids must be returned in Excel format only.

Bidders must submit two compact discs with the completed excel spreadsheet, two printed copies of the completed spreadsheets, the signed Invitation to Bid form, and the email address of the main bid contact to be considered for evaluation. Should disputes arise regarding bids; the hardcopy spreadsheets submitted will be used in determining successful vendors. Should the discs submitted be inaccessible or infected, the vendor must supply an additional disc within 3 working days or the bid will not be accepted.

Instructions for filling the Excel Bid File:

Column A is titled **REFERENCE QUANTITY.** In the first row of each item entry, the quantity indicated is an estimate of the intended usage for one year. Quantities may exceed this level and no quantities are guaranteed.

Column B is titled **DESCRIPTION.** Listed here are brief descriptions sometimes including brand names or manufacturer names. These are not meant to describe the bid specifications but indicate acceptable purity levels and/or quality of product. In certain cases, brand specific items are bid. Substitutes for these particular products will not be accepted.

Column C is titled **#/UM.** Listed here is the current packaging for each item. Reference quantities are given based upon this packaging. If no quantities are indicated in Column F and G, this quantity will be used for analysis and the vendor will be expected to supply in this packaging.

Column D is titled **VENDOR CAT #.** Listed here are the current acceptable distributor or manufacturer and the appropriate catalog number as referenced in their latest catalog. If you do not have that information, please contact us and we will be happy to make what information we have available to you.

Column E is titled **VENDOR'S CATALOG NUMBER.** Indicate your catalog number or the manufacturer number used to reference the item you are bidding.

Example: Acme Co.34578-0984

Column F is titled **QUANTITY (#s ONLY).** Here you need to indicate HOW MANY selling units are in the ORDER UNIT. ***DO NOT ENTER THIS NUMBER AS A LABEL*** or the calculating fields will not recognize this entry.

Example 1: 12 (for 12 per case)
2: 1 (for order by the single each)

Column G is titled **ORDER UNIT.** Here you need to indicate the order unit (i.e. cs, ea, bx) that coincides with the information provided in Column F.

Example 1: cs (for 12 per case)
2: ea (for order by the single each)

Column H is titled **BID PRICE.** This entry is the price you will charge Stores for the duration of the contractual period for the item as listed for the order unit. This price MUST be the total invoiced cost for the item if ordered in the quantities as required by your bid. **You must type your price over the words NO BID.**

Column I is a self-calculating column that breaks down the cost per item in a case. This does not need

any input from the bidder.

Column J is titled List Price. This is where you will provide the list price for the package size bid.

Column K is titled Storage Conditions. This is where you will provide the storage conditions for the product i.e. RT/Refrigerate/Freeze (-20C)

Follow instructions indicated on worksheets. In a few specialized cases only certain brands will be considered. Substitutes will not be considered.

PLEASE ADDRESS ALL INQUIRIES TO LORI LONG VIA EMAIL ADDRESS – lcueva@lsuhsc.edu.

LSU Health Sciences Center
ADMINISTRATION AND FINANCE
Purchasing/Distribution Services

School of Medicine in New Orleans
School of Medicine in Shreveport
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
Health Care Services Division

CHECKLIST FOR BID#000380 - STOCK RESEARCH SUPPLIES AND LABORATORY APPARATUS

1. INVITATION TO BID – SIGNED, DATED, VENDOR NAME INCLUDED ON PAGE ONE.

2. EXCEL FILES COMPLETED – SUBMITTED ON **TWO** COMPACT DISCS

3. TWO PRINTED HARD COPIES OF THE COMPLETED EXCEL FILES

4. PRODUCT DATA SHEETS FOR ALL ITEMS BID AS EQUIVALENTS

5. INCLUDE THE CONTACT INFO WHERE REQUESTS FOR SAMPLES AND PURCHASE ORDERS WILL BE SENT.

RETURN BID VIA MAIL OR HAND DELIVERED TO PURCHASING DEPARTMENT BY THE DUE DATE INDICATED - ELECTRONIC SUBMITTALS ARE NOT ACCEPTABLE. NOTE THE BID NUMBER AND OPENING DATE ON THE OUTSIDE OF THE MAILING ENVELOPE.

Louisiana State University Health Sciences Center • 433 Bolivar Street • New Orleans, Louisiana 70112-2223
phone (504) 568-4691 www.lsuhsc.edu