

PURCHASING OFFICE

UNIVERSITY OF NEW ORLEANS

Telephone: (504)-280-6214

INVITATION, BID AND ACCEPTANCE

Bid Number: BTB2071

Closing Date: 07/13/2009

and Time: 2:00 p.m.

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INVITATION/INSTRUCTIONS

1. Sealed bids, subject to the conditions stated herein and attached hereto, are hereby invited and will be received at this office until the above noted bid closing time and then publicly opened for furnishing the items and/or services as specified.
2. YOUR BID, IN DUPLICATE, SHOULD BE MADE ON THE ATTACHED FORM (S) AND RETURNED WITH THIS "INVITATION" IN THE ENCLOSED ENVELOPE.
3. The University cannot accept Sealed bids by telephone, telegraph or fax. Telegraphic or faxed alterations to bids will be considered provided formal Sealed bid and the alteration have been received in this office prior to bid closing time.
4. Any bid received after bid closing time will be returned unopened.
5. ALL PRICES ARE TO BE QUOTED COMPLETE AND FOB UNO, NEW ORLEANS, LA., unless otherwise stated in specifications by the University.
6. All prices must be firm unless otherwise stated by University.
7. Do not include State Sales Tax or Federal Excise Tax; same will be added if applicable.
8. Unless otherwise specified all bids shall be binding for 30 calendar days from bid closing time.
9. If unable to bid, return only cover sheet marked, "No Bid" with signature in order to remain on bidder's list.
10. Telephone inquiries may be directed to Receptionist with above bid number.

Date _____

BID

PLEASE FILL IN ALL BLANK SPACES

In compliance with the above invitation to bid and subject to the conditions thereof, the undersigned offers and agrees, if this bid is accepted within _____ days from bid closing time to furnish any or all of the items (or sections) at the price set opposite each item (or section). TERMS _____. SHIPMENT WILL BE MADE FROM _____ WITHIN _____ DAYS AFTER RECEIPT OF ORDER. DELIVERY MAY BE A CONSIDERATION IN THE AWARD, APPROXIMATE SHIPPING WEIGHT _____ SHIPMENT IS TO BE FOB UNO UNLESS OTHERWISE SPECIFIED BY THE UNIVERSITY.

Bidder _____ Address _____
Name of Firm Street or P.O. Box

By _____
Signature City, State, Zip Code

Title _____ / Phone Number () _____
Typed name Fax Number () _____

NOTE: out of state firms that may be awarded an order as a result of this bid agree to signing a certificate stating: "I hereby certify that I have paid to the state and its political subdivisions all taxes duly assessed by the state of Louisiana and its subdivisions, including Franchise Taxes, Privilege Taxes, Sales Taxes and all other taxes for which I am liable."

CONTRARY TERMS AND CONDITIONS, GOVERNING LAW: Submittal of any terms and conditions in addition to or contrary to those contained within this Invitation for Bid may cause your bid to be rejected. By signing this bid, the bidder agrees that any terms and conditions which may be included in their bid are nullified and agrees this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

AUTHORIZED SIGNATURE: In accordance with R. S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and the bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the University.

By signing this bid, the bidder certifies compliance with the above.

AFFIRMATIVE ACTION AND ANTI-DISCRIMINATION CLAUSE: You are hereby notified that, during the performance of this contract, the successful bidder (contractor or vendor) must comply with all federal, state and local laws, including those which prohibit discrimination because of race, color, national origin, religion, sex, age, disability or veteran status. See, e.g., The Civil Rights Acts of 1964, The Age Discrimination in Employment Act of 1967, The Civil Rights Act of 1968, The Education Amendment Act of 1972, The Rehabilitation Act of 1973, The Federal Energy Administration Act of 1974, The Energy Reorganization Act of 1974, The Vietnam Era Veteran's Readjustment Act of 1974, The Energy Conservation and Production Act of 1976, The Americans with Disabilities Act of 1990 and Executive Order 11246, as amended.

INFORMATION FOR BIDDERS AND GENERAL CONDITIONS - SEALED BIDS

QUALITY: Unless otherwise called for in the specifications, all products are to be new, current model, and of best quality as measured by accepted standards of the trade, and any defects in any product may cause its rejection. WHEREVER MANUFACTURERS' TRADE OR BRAND NAMES APPEAR IN THE SPECIFICATIONS, IT IS TO BE ASSUMED THAT EQUAL PRODUCTS WILL BE CONSIDERED UNLESS OTHERWISE SPECIFIED BY THE UNIVERSITY. THE USE OF A BRAND NAME IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. ANY BIDDER PROPOSING EQUAL PRODUCTS SHOULD SUBMIT WITH BID COMPLETE SPECIFICATIONS, ILLUSTRATED LITERATURE, INCLUDING BROCHURES AND PICTURES DEPICTING PROPOSED EQUALS, IF POSSIBLE. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCT SPECIFIED. Where applicable, all products are to be covered by standard factory warranty unless otherwise specified by University.

PROPOSAL: An original and a copy of the proposal should be submitted on the forms furnished for that purpose or on exact copies thereof. Bid prices must be typewritten or in ink. BIDS MUST BE SIGNED IN INK. In case of an error on extension, the unit price shall prevail.

DELIVERY OF BIDS: The bid should be placed in an envelope which is to be sealed and marked "Proposal" with the name and number of bid and time and date of bid opening, giving also the name and address of the bidder. To assure consideration, bidders should use attached pre-addressed envelope. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope. Bids must be delivered to the Purchasing Office, Room 115, BIENVILLE HALL, University of New Orleans, New Orleans, Louisiana 70148, not later than time and date as shown on Invitation, Bid and Acceptance. The University reserves the right to reject any or all bids and to waive informalities.

INTERPRETATION OF DOCUMENTS: If any bidder contemplating submitting a bid is in doubt as to the meaning of any part of the specifications, bidder may submit a written request for interpretation. Such request must be received in the Purchasing Office no later than Five (5) calendar days prior to the opening of bids. Any interpretation of the documents will be made by Addendum only, issued by the Purchasing Office, and a copy of such Addendum will be mailed or delivered to each person receiving a set of the documents. The University will not be responsible for any other explanation of the documents.

AWARD: Award will be made to the lowest, responsible and responsive bidder, whose bid meets the requirements and criteria set forth in the Invitation for Bid.

LOUISIANA PREFERENCE: A preference will be given to materials, supplies and provisions produced, manufactured, assembled, grown or harvested in Louisiana, quality being equal to articles offered by competitors outside of the state. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, assembled, grown or harvested in Louisiana. Bidder must be able to provide satisfactory evidence to support preference claim if requested by the University.

ACCEPTANCE OF PROPOSAL: Only the issue of a purchase order or a signed acceptance of a proposal constitutes acceptance on the part of the University.

PAYMENT: Assuming there is no prompt payment discount provision, payment will be made within 30 days from receipt of products in satisfactory condition, or within 30 days from receipt of the invoice, whichever is later.

LEGISLATORS PROHIBITED: According to LSA-R.S. 42:113(D) the University is prohibited from entering into any contract or subcontract with a legislator or person who has been certified by the Secretary of State as elected to the Legislature or spouse of a legislator, or any corporation, partnership or other legal entity in which the legislator or his or her spouse owns an interest, except publicly traded corporations. Each bidder shall be required to disclose whether or not it falls into any of these categories on its bid proposal form.

AUDITORS

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors and/or the University's auditors shall have the option of auditing all accounts of the contractor which relate to this contract.

SEALED BID NUMBER: BTB2071
BID OPENING DATE: 07/13/2009
BID OPENING TIME: 2:00 P.M.

This bid will be awarded to the lowest bidder for each item.

This bid solicitation is for the purchase of TOP SOIL AND MULCH for Facilities Services for the period of July 1, 2009 or date of award through June 30, 2010 with the option to renew for four consecutive one year periods if mutually agreeable.

Quantities cannot be estimated; Items will be ordered as needed.

Deliveries to be made in a timely manner, usually same day delivery or one work day after order is placed.

The University reserves the right to add additional items to this contract during the contract period. The University and the successful bidder will establish a mutually acceptable price and add to the orders.

The University of New Orleans reserves the right to cancel agreement if service or product proves unsatisfactory. The University will issue a ten day written notice to correct problems. If at the end of ten days the problems have not been corrected to the satisfaction of the Department, the University will cancel order and award to the next low bidder or rebid requirement, whichever is most advantageous to the University.

Delivery tickets must be signed by authorized Department representative.

**ALL ITEMS MUST BE NEW AND DELIVERED F.O.B. UNIVERSITY OF NEW ORLEANS, INSIDE DELIVERY.
INSIDE DELIVERY: VENDOR IS TO PROVIDE ALL NECESSARY EQUIPMENT, TOOLS, AND LABOR TO DELIVER ITEMS
FROM TRUCK TO CAMPUS LOCATION.**

UNO does not do credit card payments, prepay, or deposits. Payment terms are Net 30 days

**Please do not strike through or make changes to this document, as this could potentially disqualify the bid. If you feel that an item needs clarification or if you need to qualify your bid in any way, please send the requested clarification or qualification to Purchasing in writing by FAX 504-280-6297 or email to TROY BACINO (tabacino@uno.edu) by January 30, 2009, 2:00 pm.
ALL QUESTIONS MUST BE SUBMITTED AT ONE TIME.**

SEALED BID NUMBER: BTB2071
BID OPENING DATE: 07/13/2009
BID OPENING TIME: 2:00 P.M.

<u>ITEM</u>	<u>DESCRIPTION</u>
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A.	BASEBALL FIELD CLAY-RED. MAR MIX INFIELD MIX. BLENDED AND ACREENED INFIELD MIS (+/-5%) . 54% SAND PROVIDES EXCELLENT PERCOLATION. 32% CLAY BINDS AND HOLDS IN PLACE. 14% SILT GIVES EXTRA PLASTICITY WHILE ALLOWING FOR GREATER PERCOLATION. MATERIAL REQUIREMENTS: PROVIDES PLAYABLE SURFACE, RAIN OR SHINE. NATIVE TO THE LACEYS SPRING, AL AREA. PROVIDES HIGH RATE OF PERCOLATION AFTER COMPACTION. WILL REDUCE NEED FOR AMENDMENTS. RED IN COLOR.
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|----|----------|-----------------------|
| 1. | \$ _____ | PER YARD FOR 12 YARDS |
| 2. | \$ _____ | PER YARD FOR 24 YARDS |
| 3. | \$ _____ | PER YARD FOR 48 YARDS |

B	BASEBALL FIELD TURF SOIL A COMBINATION OF HUMUS, BLACK DIRT AND MASON SAND. FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT, VEGETATION, AND OTHER DELETERIOUS MATTER.
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|----|----------|-----------------------|
| 1. | \$ _____ | PER YARD FOR 12 YARDS |
| 2. | \$ _____ | PER YARD FOR 24 YARDS |
| 3. | \$ _____ | PER YARD FOR 48 YARDS |

C	MASON SAND
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FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

- | | | |
|----|----------|-----------------------|
| 1. | \$ _____ | PER YARD FOR 12 YARDS |
| 2. | \$ _____ | PER YARD FOR 24 YARDS |
| 3. | \$ _____ | PER YARD FOR 48 YARDS |

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BID OPENING TIME: 2:00 P.M.

D. PUMP SAND
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS

2. \$ _____ PER YARD FOR 24 YARDS

3. \$ _____ PER YARD FOR 48 YARDS

E. SPILLWAY DIRT (NO PUMP SAND)
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS

2. \$ _____ PER YARD FOR 24 YARDS

3. \$ _____ PER YARD FOR 48 YARDS

F. GARDEN SOIL-(70% ORGANIC)
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS

2. \$ _____ PER YARD FOR 24 YARDS

3. \$ _____ PER YARD FOR 48 YARDS

G. PINE CHIPS (DECORATIVE AND HEAVY)
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS

2. \$ _____ PER YARD FOR 24 YARDS

3. \$ _____ PER YARD FOR 48 YARDS

SEALED BID NUMBER: BTB2071
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H. PINE MULCH- AGED AND COMPOSED
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS
2. \$ _____ PER YARD FOR 24 YARDS
3. \$ _____ PER YARD FOR 48 YARDS

I. RECYCLED HARDWOOD MULCH
MULCH-HARDWOOD ONLY, PROCESSED THROUGH A HORIZONTAL
OR TUB GRINDER WITH 2 INCH SCREENS. MATERIAL SHOULD BE
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER AND ALLOWED
TO CURE FOR 3 MONTHS.

1. \$ _____ PER YARD FOR 12 YARDS
2. \$ _____ PER YARD FOR 24 YARDS
3. \$ _____ PER YARD FOR 48 YARDS

J. RED CLAY – 50-70% CLAY CONTENT.
FREE OF ROCK, GRAVEL, DEBRIS, WASTE, CONCRETE, ASPHALT,
VEGETATION, AND OTHER DELETERIOUS MATTER.

1. \$ _____ PER YARD FOR 12 YARDS
2. \$ _____ PER YARD FOR 24 YARDS
3. \$ _____ PER YARD FOR 48 YARDS

BIDDERS SHOULD ENCLOSE WITH BID COMPLETE SPECIFICATIONS AND ILLUSTRATED LITERATURE IF QUOTING OTHER
THAN SPECIFIED.

ALL MERCHANDISE MUST BE NEW AND DELIVERED F.O.B. UNIVERSITY OF NEW ORLEANS INSIDE DELIVERY OR TO
CAMPUS LOCATION.

EACH BIDDER IS TO DISCLOSE THE FOLLOWING INFORMATION BY ANSWERING YES OR NO TO THE FOLLOWING QUESTIONS:

1. Is the bidder a legislator or person who has been certified by the Secretary of State as elected to the Legislature? YES _____ NO _____
2. Is the bidder a spouse of a legislator? YES _____ NO _____
3. If the bidder is a corporation, partnership, or other legal entity, does a legislator or his spouse own any interest in that corporation, partnership or other legal entity? YES _____ NO _____
4. If the bidder is a corporation, is it a publicly traded corporation? YES _____ NO _____

LOUISIANA PREFERENCES

FAILURE TO SPECIFY BELOW INFORMATION **WILL** CAUSE ELIMINATION FROM PREFERENCE.
Preferences shall not apply to service contracts

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana of equal quality.

Do you claim this preference? Yes _____

SPECIFY LINE NUMBER(S):

Specify location within Louisiana where this product is produced, manufactured, grown or assembled:

Do you have a Louisiana business workforce? YES _____ NO _____

If so do you certify that at least fifty percent (50%) of your Louisiana Business workforce is comprised of Louisiana residents?

YES _____ NO _____