



# TERREBONNE PARISH CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361  
985-868-5050 • WWW.TPCG.ORG



## INVITATION TO BIDDERS

Sealed bids will be received on **July 7, 2023**, by the Terrebonne Parish Consolidated Government (TPCG) Purchasing Division, at 301 Plant Road Houma, Louisiana 70363 until 2:00 P.M. as shown on the Purchasing Division Conference Room Clock at which time sealed bids shall be publicly opened and read aloud.

Bid documents are posted on <http://www.centralauctionhouse.com/rfp.php?cid=65>. To view these, download, and receive bid notices by e-mail, you must register with Central Auction House (CAH). Vendors/Contractors have the option to submit their bids electronically or by paper copy. For information about the electronic submittal process, contact Bobby Callender with Central Auction House at (225) 810-4814.

**Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by United States Postal Service registered or certified mail with a return receipt requested or shall be submitted electronically through Central Auction House (CAH). Bids shall not be accepted or taken, including receiving any hand delivered bids, on days, which are recognized as holidays by the United States Postal Service.**

**The mailing address for bid submittal is:**  
**TPCG Purchasing Division**  
**301 Plant Road**  
**Houma, Louisiana 70363**

No bid received after the scheduled time for opening will be considered. Failure of the U.S. Mail to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

### **Bid 23-HSSUV-38 Purchase of One (1) New or Slightly Used Van**

Bidding Documents for this solicitation are on file in the office of the Terrebonne Parish Consolidated Government Purchasing Division at 301 Plant Road Houma, Louisiana 70363 and posted on the TPCG Website [http://www.tpcg.org/index.php?f=purchasing&p=bid\\_opportunities](http://www.tpcg.org/index.php?f=purchasing&p=bid_opportunities). Please contact Gina Bergeron, Procurement Specialist III at 985-580-7272 or at [gbergeron@tpcg.org](mailto:gbergeron@tpcg.org) with regard to the specifications or for any clarifications about the bid documents.

A Louisiana’s State Dealer’s License is required in accordance with Louisiana RS 32:1254 et seq. Bidder must provide a copy of his/her Louisiana Dealer’s License with this bid.

The Terrebonne Parish Consolidated Government (TPCG) reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

        /s/Gordon E. Dove  
Gordon E. Dove, Parish President  
Terrebonne Parish Consolidated Government

Publish: June 21<sup>st</sup> & 28<sup>th</sup> , 2023  
To Courier: June 16, 2023

**REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS FOR  
Bid 23-HSSUV-38 Purchase of One (1) New or Slightly Used Van**

**Please Read Carefully**

**GENERAL:** The Terrebonne Parish Consolidated Government (TPCG) is soliciting bids for the furnishing one (1) new and/or used Van for the Head Start Division in accordance with the specifications herein to be delivered to 301 Plant Road Houma, LA 70363.

**COPIES OF BIDDING DOCUMENTS:** A single complete set of Bidding Documents may be obtained as set forth in the Invitation to Bidders.

Complete sets of Bidding Documents shall be used in preparing Bids; Owner shall not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

Owner, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids on the work and do not confer a license or grant for any other use.

**INTERPRETATIONS AND ADDENDA:** All questions about the meaning or intent of the Bidding Documents are to be directed to Gina Bergeron, Procurement Specialist III as set forth herein. Interpretations, clarifications, or modifications considered necessary by Gina Bergeron, Procurement Specialist III in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify Gina Bergeron, Procurement Specialist III in writing of any ambiguity, inconsistency, or error that they may discover upon examination of the Bidding Documents. Bidders requiring clarification or interpretation of any of the Bidding Documents shall make a written request to Gina Bergeron, Procurement Specialist III at the address in the Bidding Documents or Contract Documents.

All requests pertaining to questions about the meaning or intent of the Bidding Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of Gina Bergeron, Procurement Specialist III, the ambiguity in the Bidding Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents shall be only by a written addendum. Interpretations, clarifications, corrections, or modifications made by any other manner shall not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER. Prior to submittal of bids, each Bidder shall ascertain that he has received all addenda issued. The Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on the Official Bid Form Section "A". Failure by a Bidder to acknowledge each individual addendum shall render that Bidder's Bid proposal non-responsive.

**TECHNICAL INFORMATION:** Literature and/or specifications providing complete technical information as required to certify that the product offered in the proposal is fully compliant with specifications herein **must be submitted upon request**; if requested, literature and/or specifications shall be submitted within seven (7) days. Such documentation shall include diagrams, books, brochures, photographs, or other means to verify compliance. Any

change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer.

**Failure to submit this information in the specified time shall result in the bid being declared non-responsive and just cause for rejection.**

**SUBSTITUTE MATERIAL AND EQUIPMENT OR "OR EQUAL" ITEMS:** Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation.

Whenever materials or equipment are specified or described in the Bidding Documents by using the name of a certain brand, make, supplier, manufacturer, or definite specification; the naming or specification of the item is only intended to denote the quality standard of the item desired and to convey and establish the general style, type, character and quality of material, equipment or product desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and that equivalent products may be acceptable.

Bidder must specify the brand and model number of the product offered in his / her bid. Bids not specifying brand and model numbers shall be considered as offering the exact products specified in the solicitation.

**PROPOSAL DOCUMENT FORMS:** Bid Forms are included with the Bidding Documents; additional copies may be obtained from the Terrebonne Parish Consolidated Government Purchasing Division.

Bids shall be submitted on the Bid Forms provided with the Bidding Documents. All blank spaces on the bid form required for Bid prices shall be properly filled in ink, or typed, in both words and figures when indicated.

**PREPARATION AND SUBMISSION OF BIDS:** Bids shall be submitted by the time and at the place indicated in the Invitation to Bidders and shall be enclosed in an opaque sealed envelope unless submitted electronically. **The envelope shall be marked with the Bid title and name and address of the Bidder.**

### **The following items MUST be included with bid Submittal :**

- Completed Official Bid Form Section "A".
- Copy of required license
- **\*Signature Authorization (Required by ALL Bidders):** Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5) as follows:
  - (a) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.
  - (b) The signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.
  - (c) The legal entity has filed in the appropriate records of the secretary of state of this state an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

**\*Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.**

**MODIFICATION AND WITHDRAWAL OF BIDS:** Bids may be modified or withdrawn by an appropriate written document duly signed and authorized (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn, modified, or explained except as provided for herein.

In accordance with Louisiana law, more particularly, R.S. 38:2214, as may be amended, bids containing patently obvious, unintentional, and substantial mechanical and clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the OWNER within 48 hours of the bid opening excluding Saturdays, Sundays and legal holidays.

Such errors must be clearly shown by objective evidence drawn from inspection of the original work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If the OWNER determines that the error is a patently obvious mechanical, clerical, or mathematical error, or unintentional omission of a substantial quantity of work, labor, material, or services as opposed to a judgment error, and that the bid was submitted in good faith, it shall accept the withdrawal and return the bid security to the bidder. A bidder who attempts to withdraw a bid under these provisions of this section shall not be allowed to re-submit a bid on the contract. Any modifications or amendments to the above stated applicable State law shall supersede this procedure.

A bidder may alter or correct an entry on the bid form by crossing out the entry, entering the new figure above or below the deleted entry, and initialing on the line of change. The crossing out of an entry and the initials shall be legibly handwritten with ink or typed. Any ambiguity arising from entries altered or corrected on the Bid Form will cause the rejection of said Bid Proposal as non-responsive.

**OPENING OF BIDS:** All Bids received prior to the announced closing time for the receipt of Bids stipulated in the Invitation to Bidder will be opened publicly. Bids will be read aloud, and a tabulation of the amounts of the Base Bids and alternates (if any) will be made available to Bidders after the opening of Bids.

Any Bid received after the announced closing time will be returned unopened. Any uncertainty as to whether a Bid was submitted in time will be resolved against the Bidder.

**BIDS TO REMAIN OPEN:** The OWNER shall act not later than forty-five (45) calendar days after the date of opening Bids to award such contract to the lowest responsible and responsive bidder or to reject all bids.

The OWNER and the lowest responsible and responsive bidder, by mutually written consent, may agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

**AWARD OF CONTRACT:** To the extent permitted by applicable local, state, and federal laws and regulations, OWNER reserves the right to reject any and all Bids for just cause. The Terrebonne Parish Consolidated Government reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

In order to be responsive, the apparent low bidder must submit the additional information and documentation required by the OWNER within the time delays established by law.

**CONTRACT TERM:** N/A

**LICENSE REQUIREMENT:** A Louisiana's State Dealer's License is required in accordance with Louisiana RS 32:1254 et seq. Vendor must provide a copy Louisiana Dealer's License with bid submittal.

**NO GUARANTEE OF QUANTITIES:** The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount, at the unit price stated in the bid. The TPCG does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

**DELIVERY:** It is imperative that the equipment be delivered in the time frame stipulated on the Official Bid Form Section "A". If delivery cannot be made in the time specified on the bid form, the bidder must notify the Terrebonne Parish Consolidated Government Purchasing Division in writing of delay.

**PRICES:** Unless otherwise specified by TPCG in the solicitation, bid prices must be complete including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 45 days. If accepted, prices must be firm for the contractual period. Bids other than F.O.B. Destination may be rejected. Any freight/shipping charges should be included in unit pricing.

**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 no later than seven (7) days prior to the bid opening date of the need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

**CIVIL RIGHT COMPLIANCE:** The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under the contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

**CLEAN AIR ACT:** Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants.

**ENERGY CONSERVATION:** The contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

**FEDERAL WATER POLLUTION CONTROL ACT:** Bidder acknowledges that the Federal Water Pollution Control Act, popularly known as the Clean Water Act, is a comprehensive law aimed at restoring and maintaining the chemical, physical and biological integrity of the nation's waters. The Act authorizes water quality programs, requires federal effluent limitations and state water quality standards, requires permits for the discharge of pollutants into navigable waters, provides enforcement mechanisms, and authorizes funding for wastewater treatment construction grants and state revolving loan programs, as well as funding to states and tribes for their water quality programs.

**SAFETY DATA SHEETS:** All applicable chemicals, herbicides, pesticides, and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with the delivery of each applicable product. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may cause the contract to be cancelled.

**DEFAULT OF VENDOR:** Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the TPCG has determined the Vendor to be in default, the TPCG reserves the right to

purchase any and/or all products or services covered by the contract on the open market and to charge the Vendor with cost in excess of the contract price (liquidated damages). Until such assessed charges have been paid, no subsequent bid from the defaulting Vendor will be considered.

**TERMINATION OF THE CONTRACT FOR CAUSE:** The TPCG may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the TPCG shall give the Contractor written notice specifying the Contractor's failure. If within ten (10) days after receipt of such notice, the Contractor has not corrected the failure or, in the case of failure which cannot be corrected in ten (10) days, begun in good faith to correct such failure, and thereafter proceeded diligently to complete such correction, then the TPCG may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the TPCG to comply with the terms and conditions of the contract, provided that the Contractor shall give the TPCG written notice specifying the TPCG's failure and a reasonable opportunity for the TPCG to cure the defect.

**TERMINATION OF THE CONTRACT FOR CONVENIENCE:** The TPCG may terminate the contract at any time by giving ten (10) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**TERMINATION FOR NON-APPROPRIATION OF FUNDS:** Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to the Contractor of such facts and the TPCG's intention to terminate its financial obligation.

**CLEAN AIR ACT:** Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

The Contractor agrees to report each violation to the TPCG and understands and agrees that the TPCG will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**FEDERAL WATER POLLUTION CONTROL ACT:** The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

The Contractor agrees to report each violation to the TPCG and understands and agrees that the TPCG will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**DEBARMENT AND SUSPENSION:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower-tier transaction it enters into.

This certification is a material representation of fact relied upon by TPCG. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to TPCG the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**BYRD ANTI-LOBBYING AMENDMENT:** Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Contractors must sign and submit to the non-federal entity the Certification Regarding Lobbying Form, which is attached hereto.

**PROCUREMENT OF RECOVERED MATERIALS:** In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

**ACCESS TO RECORDS:** The Contractor agrees to provide TPCG, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. In compliance with the Disaster Recovery Act of 2018, the TPCG and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**DHS SEAL, LOGO, AND FLAGS:** The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

**COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**NO OBLIGATION BY FEDERAL GOVERNMENT:** The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

**PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS:** The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

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

**CLAIMS OR CONTROVERSIES:** The venue of any suit filed in connection with any claim shall be the Thirty-Second Judicial Court, Parish of Terrebonne, State of Louisiana.

**NON-COLLUSION AFFIDAVIT-** In accordance with La. R.S. 38:2224, successful bidders must submit a fully executed Non-Collusion Affidavit within ten (10) days of receipt of Notice of Award.

**AFFIDAVIT VERIFICATION OF CITIZENSHIP** - bidders shall comply with the provisions of LA R.S. 38:2212.10 and federal law pertaining to E-verify

**CERTIFICATE OF INSURANCE:** The successful bidder is required to submit an insurance certificate returned within 10 days from the date of the Notice of Award of the bid. All certificates must be approved by the TPCG Risk Manager to ensure that all insurance requirements have been met before a purchase order is issued. (Insurance requirements are set forth in "Terrebonne Parish Government's Insurance Requirements", attached hereto.) Failure of the successful bidder to comply with this requirement may result in the bid being declared non-responsive and cause for rejection.

**PAYMENT STRUCTURE:** The vendor shall submit the invoice and all other paperwork necessary to acquire a title and license plate to the accepting Purchasing Division representative when the vehicles are delivered. All documents necessary to acquire the title and plate, including the invoice, shall be submitted in the name of Terrebonne Parish Consolidated Government, P.O. Box 2768 Houma, LA 70361.

Prices for each line item in the bid shall include all direct and indirect costs associated with that line item. Invoices must include the purchase order number (when applicable) and the name, address, and phone number of the vendor / contractor. No items other than those included in the bid shall be billed; and unit prices shall prevail.

**TAXES:** It is acknowledged and understood that all applicable taxes are included in the contract price. Successful bidder must register with the Terrebonne Parish Sales and Use Tax Department.



**OFFICIAL BID FORM  
SECTION "A"**

**TO:** TPCG  
Head Start Division  
Post Office Box 2768  
Houma, LA 70361

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**Bid 23-HSSUV-38 Purchase of One (1) New or Slightly Used Van**

Delivery shall be within \_\_\_\_\_ calendar days after receipt of order (ARO)

**Bidders can bid on one or both items. TPCG reserves the right to award the bid for an unused or new van or both. New and used vehicles will be evaluated individually.**

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the vehicle specified herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated June 2023

Item No.	Quantity	Item Description	Year/Make/Model	Unit Price
1	1	One (1) New/Unused Van as per specifications		\$ _____
2	1	One (1) Used Van as per specifications		\$ _____

**Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Bidder is acknowledging)**

\_\_\_\_\_

**NAME OF BIDDER:** \_\_\_\_\_

**ADDRESS OF BIDDER:** \_\_\_\_\_  
\_\_\_\_\_

**NAME OF AUTHORIZED SIGNATORY BIDDER (type or print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED SIGNATORY BIDDER** \_\_\_\_\_

**TITLE OF AUTHORIZED SIGNATORY BIDDER:** \_\_\_\_\_

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

**\* Signature Authorization (required by ALL Bidders): Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**

## SPECIFICATIONS FOR

### Bid 23-HSSUV-38 Purchase of One (1) New or Slightly Used Van

**General information:** The vehicle can be new and/or used, **of year 2022 or later** manufacture, which is of latest design and production, completely serviced and ready for operation. Any items appearing in the manufacturer's regular published specifications furnished by the Bidder are assumed to be included in the Bidder's submittal. Bidders are cautioned to read the specifications carefully, as they may include special requirements not commonly offered by the manufacturer.

Whenever materials or equipment are specified or described in the Bidding Documents by using the name of a certain brand, make, supplier, manufacturer, or definite specification; the naming or specification of the item is only intended to denote the quality standard of the item desired and to convey and establish the general style, type, character and quality of material, equipment or product desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and that equivalent products may be acceptable. The bidder shall be responsible for all warranty work.

### Vehicle Specifications

#### Mileage

New Van= Mileage shall not exceed 20 miles on the odometer

Used Van = Mileage shall not exceed 100 miles on the odometer

#### Fuel Economy

Fuel economy - city (mpg) 21

Fuel economy - highway (mpg) 28

Fuel economy - combined (mpg) 24

Recommended fuel - Regular unleaded.

Fuel tank (gal.)16.1

#### Powertrain

Engine - liters (L) 2.4

Cylinder - 4

Horsepower - (hp) 178 @ 6,400RPM

Drive type Front - wheel

Transmission 9 - speed automatic

#### Weights

Gross vehicle weight rating (GVWR) (lbs.) - 5,395

Payload (lbs.) - 1,890

Towing capacity (lbs.) - 2,000

Gross combined weight rating (GCWR) (lbs.) - 5,900

#### Capacity

Seating capacity - 2

**Exterior**

Headlight beam - Halogen  
Delay-off headlamps  
Daytime running lights  
Passenger mirror  
Antenna  
Integrated roof  
Front bumper  
Rear bumper  
Body – Color shall be white.

**Interior**

Air conditioning - Manual  
Air filter  
Door locks - Power with 2 stage unlock  
Remote keyless entry - Key fob (all doors)  
Windshield wipers - Variable intermittent  
Front windows – Power Driver and passenger  
Cargo tie downs - Yes  
Cruise control - With steering wheel controls  
Front beverage holders  
12V DC power outlet - 2  
Driver door bin  
Passenger door bin  
Overhead console - Full  
Overhead console storage  
Tilting steering wheel - Manual  
Telescoping steering wheel – Manual  
Wireless phone connectivity

**Radio**

AM/FM stereo  
External digital memory control  
Voice activated audio control  
Speakers - 4

**Seats and Trim**

Front driver armrest  
Front passenger armrest  
Front head restraints - Adjustable  
Seat material - Premium cloth  
Floor trim - Vinyl/rubber  
Headliner - Cloth  
Steering wheel material - Urethane

**Lighting, Visibility, and Instrumentation**

Dome light  
Door curb/courtesy lights -2  
Illuminated entry

**SAFETY**

Driver front-impact airbag  
Passenger front-impact airbag  
Driver side-impact airbag - Seat mounted  
Passenger side-impact airbag - Seat mounted  
Overhead airbag  
Front passenger airbag occupancy sensor  
Side impact beams  
Height adjustable seatbelts - Front  
Seatbelt pre-tensioners - Front  
Brake assist  
Traction control/ABS and driveline  
Electronic stability  
Stability control with anti-roll  
Immobilizer

**Warranty:**

- Bumper to Bumper - 3 Years/36,000 miles
- Powertrain – 5 Years/60,000 Miles
- Roadside Assistance Program 5 years/60,000 Miles

“D”  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
MINIMUM, INSURANCE REQUIREMENTS FOR VENDORS  
(WITH GENERAL LIABILITY EXPOSURE ONLY)  
(To be submitted within 10 days from receipt of Notice of Award)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractor. **The cost of such insurance shall be included in the bid** with, TPCG (Terrebonne Parish Consolidated Government).

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as Insurance Services Office form number GL0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (“occurrence form CG001). **“Claims Made” form is unaccepted. The “occurrence form” shall not have “sunset clause”.**

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than Commercial General Liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS MUST BE DECLARED TO AND APPROVED BY TPCG. At the option of TPCG, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects TPCG, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

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

1. General Liability

- a. TPCG, its officers, officials, employees, boards and Commissions and volunteers are to be added as **“additional insured”** as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to TPCG, its officers, officials, employees or volunteers.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The Contractor’s insurance shall apply separately to each insured against whom claim is made or suit if brought, except with respect to the limits of

the insurer's liability.

2. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled **thirty (30)** days prior written notice by certified mail, return receipt requested, has been given to TPCG.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. BEST'S RATING OF NO LESS THAN A:VI.

F. VERIFICATION OF COVERAGE

Contractor shall furnish TPCG with certificates of insurance effecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. THE CERTIFICATES ARE TO BE RECEIVED AND APPROVED BY TPCG BEFORE WORK COMMENCES. TPCG reserves the right to require complete, certified copies of all required insurance policies, at any time.

**INDEMNIFICATION AGREEMENT**

(To be submitted within 10 days from receipt of Notice of Award)

The \_\_\_\_\_ agrees to defend, indemnify,  
Contractor/Subcontractor/Lessee/Supplier

save and hold harmless the Parish of Terrebonne, all Parish Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of \_\_\_\_\_  
its agents, servants and employees, Contractor/Subcontractor/Lessee/Supplier

and any and all cost, expense and/or attorney fees incurred by TPCG, all Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees as a result of any such claim, demands, and/or causes of action arising out of the negligence of TPCG, all Department, Agencies, Boards, Commissions, its agents, representatives, and/or employees \_\_\_\_\_  
Contractor, Subcontractor, Lessee, Supplier

agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by \_\_\_\_\_  
Company \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date Accepted \_\_\_\_\_

Is Certificate of Insurance Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Bid No. 23-HSVAN-39**

for **Housing & Human Services Department /Head Start**  
Parish Department

**Purpose of Bid: Purchase of One (1) New or Slightly Used Van**

**CERTIFICATION REGARDING LOBBYING**

(To be submitted within 10 days from receipt of Notice of Award)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date



**Non-Collusion Affidavit (Regarding LSA - R.S. 38:2224)**

(To be submitted within 10 days from receipt of Notice of Award)

STATE OF LOUISIANA

BID NAME: 23-HSVAN-39

PARISH OF TERREBONNE

LOCATION: 301 Plant Road Houma, Louisiana 70363

**AFFIDAVIT**

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared \_\_\_\_\_ representing \_\_\_\_\_ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

Section 2224 of Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

- (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the Contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the Contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

THUS DONE AND SIGNED BEFORE ME, THE UNDERSIGNED Notary Public and subscribing witnesses on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
CONTRACTOR/VENDOR

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
NOTARY PUBLIC

**AFFIDAVIT  
VERIFICATION OF CITIZENSHIP**

(To be submitted within 10 days from receipt of Notice of Award)

**BEFORE ME**, the undersigned Notary Public, duly qualified in and for the Parish and State aforesaid, personally came and appeared:

\_\_\_\_\_

(name)

who after being first duly sworn, deposed and said that:

1. I am the \_\_\_\_\_ of \_\_\_\_\_.

(title)

(company)

2. I swear that \_\_\_\_\_ is registered and participates in a status verification system

(company)

to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

3. I verify that if \_\_\_\_\_ is awarded the contract, it shall continue, during the

(company)

term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

4. I acknowledge that \_\_\_\_\_ shall require all subcontractors to

(company)

Submit to \_\_\_\_\_ a sworn affidavit verifying compliance with Paragraphs (2) and (3) of

(company)

the Affidavit.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Sworn to and subscribed before me** at Houma, Louisiana,  
on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

# Bidder's Check List

This checklist is for your guidance only and does not necessarily constitute each and every requirement of this bid. Please read the entire document thoroughly to ensure that your submission is complete.

Please check the box if you have completed the following:

**1. Bid documents are to be enclosed in a sealed envelope bearing the following on the outside of the envelope:**

- Bid name & Bid number
- Company's name
- Company's complete address

**OR**

**2. Bids can be electronically submitted via CAH site and accompanied by the required documents specified herein.**

LINK: <http://www.centrauctionhouse.com/Bid.php?cid=65>

**3. Official Bid Form Section "A":**

(Submitted in a sealed envelope delivered in the manner specified herein or uploaded to CAH)

- Completely filled out
- Acknowledged receipt of each addendum by inserting the number assigned on the line provided (if applicable)
- Signed and Dated
- Make/ Model/Stock/Part numbers
- Price(s) inserted

**4. Attachment(s) to be submitted with bid:**

(Submitted in a sealed envelope delivered in the manner specified herein or uploaded to (CAH)

**Signature Authorization: (Required By ALL Bidders)**

**Written evidence of the person signing the bid shall be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**

- Provide documentation stating that the person signing the bid is authorized to bind the company to the requirements of the bid/contract.
- The documentation provided must be signed by a member of the company with authority as outlined herein
- Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.

- Copy of required License

**5. Documents to be submitted within 10 days after receipt of the Notice of Award:**

- Non-Collusion Affidavit
- Indemnification Agreement
- Insurance Certificate
- Certification Regarding Lobbying
- Affidavit Verification of Citizenship (E-Verify)

**\*If you are unclear about the "signature authorization" requirement or any other requirement, please do not hesitate to contact the Purchasing Office at 985-580-7272.**