



DEPARTMENT OF FINANCE
Terrebonne Parish Consolidated Government

P.O. Box 2768
Houma, Louisiana 70361-2768

tpcg.org
PHONE 985-868-5050

Invitation to Bidders

Sealed bids will be received on **December 2, 2025** 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, 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 the 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 No. 25-DRAIN-45 Purchase of One (1) New/Unused Boom Excavator with Attachments

Bid Documents for this solicitation are on file in the TPCG 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.

Contact Gina Bergeron, in the Purchasing Division at 985-580-7272 or via email at gbergeron@tpcg.org with regard to clarifications or information about bid submittal requirements. Contact Carl Ledet, Fleet Maintenance Superintendent, at 985-873-6745 or via email at cledet@tpcg.org in regard to the specifications.

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

/s/ Jason W. Bergeron
Jason W. Bergeron, Parish President
Terrebonne Parish Consolidated Government

Publish: November 14th & 21st, 2025
To Courier: November 10, 2025

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS FOR

Bid No. 25-DRAIN-45 Purchase of One (1) New/Unused Boom Excavator with Attachments

Please Read Carefully

GENERAL: The Terrebonne Parish Consolidated Government (TPCG) is soliciting bids from companies to provide one (1) boom excavator as per specifications herein delivered to the TPCG Fleet Maintenance Division at 235 Government Street Gray, LA 70359.

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/she 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 bid 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 at 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.

The 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 the name and address of the Bidder.**

The following items MUST be included with bid submittal

- Completed Official Bid Form Section "A"
- ***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 the 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

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. 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 items solicited 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 the 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 labels, material safety data sheets 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. 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 thirty (30) days after receipt of such notice, the Contractor has not corrected the failure or, in the case of failure which cannot be corrected in thirty (30) 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 covered 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.

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.

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.

VENDOR REGISTRATION: The Terrebonne Parish Consolidated Government Purchasing Division requires vendors to register online at <https://secure.tpcg.org/vendor/> . This tool is part of our efforts to make it easier for you to do business with the Parish, as well as provide you with better business opportunities.

If you have already taken action to complete this requirement, you do not have to complete this process again. However, if you have not already registered online as a vendor you will need to do so within ten (10) days from receipt of a Notice of Award.

PURCHASE ORDER: A purchase order will be provided once all required documents have been submitted and approved.

PAYMENT STRUCTURE: 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. Submit the invoice(s) to Gina Bergeron in the Purchasing Division at 301 Plant Road or via email at gbergeron@tpcg.org . 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. The successful bidder must register with the Terrebonne Parish Sales and Use Tax Department.

**OFFICIAL BID FORM
SECTION "A"**

TO: TPCG
Drainage Division
Post Office Box 2768
Houma, LA 70361

Company Name _____
Mailing Address _____
Primary Contact _____
Phone: _____
Email: _____

Bid 25-DRAIN-45 Purchase of One (1) New/Unused Boom Excavator with Attachments

Delivery will be made within _____ calendar days from receipt of Purchase Order

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 boom excavator and attachments all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated November 2025

Item No.	Quantity	Item Description	Brand/Model/Stock /Year	Unit Price
1	1	Boom Excavator with attachments as per specifications hereafter		\$ _____
Bid amount written in Words: _____				

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: _____

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 on the line below:*

***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

Bid 25-DRAIN-45 Purchase of One (1) New/Unused Boom Excavator with Attachments

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

NO FOREIGN MACHINES MANUFACTURED FOR FOREIGN MARKETS WILL BE ACCEPTED

HYDRAULICALLY OPERATED TRACK MOUNTED EXCAVATOR WITH HYDRAULIC THUMB AND CUTTER HEAD

OPERATING WEIGHT

Not to exceed 65,000 lbs.

ENGINE

Engine Isuzu AQ-4HK1X Final Tier 4 turbocharged diesel engine or equal

SAE J 1349 net horsepower for standard production model.

Displacement 317 cu in (5.2 L)

Maximum Torque for standard production model.

Starter 24 V

Alternator 85 amp

Voltage 24 V

SAE net horsepower – Shall be adequate to operate the machine and the attached cutter. It shall be equal to or exceed the specifications for the 260 x4s Long Front.

Double element air cleaner within cab restriction indicator.

Fuel tank – minimum 100-gallon w/ monitored in cab, and locking cap.

DEF tank – minimum 20-gallon w/ monitored in cab, and locking and or behind locked door. If mounted on the exterior, the tank shall have a locking cap.

HYDRAULIC SYSTEM

*****Pump Shall be dual flow with priority valve to the cutter attachment. *****

Hydraulic Pumps

Pump Output 2 x 61.8 gpm (234 L/min)

Pilot Pump Maximum Flow 5.3 gpm (20 L/min)

Relief Valve Settings

Boom Up / Arm Out 4,970 psi (34.3 MPa)

in Power Boost 5,410 psi (37.3 MPa)

Bucket / Boom Down 4,270 psi (29.4 MPa)

Arm In 3,060 psi (21.1 MPa)

Swing Circuit 3,920 psi (27.0 MPa)

Travel Circuit 4,970 psi (34.3 MPa)

Hydraulic Cylinders Number of Cylinders - Bore x Stroke

Boom 2 - 5.1" x 52.6"

Arm 6.0" x 68.4"

Bucket 3.7" x 34.7"

Plumbing

Machine shall be plumbed to accept Cutter Head and Thumb.

SWING

Swing Speed 5.4 rpm

Tail Swing 9' 10" (2.99 m)

Swing Torque 51,600 lbf-ft (69.9 kNm)

UNDERCARRIAGE

Carrier Rollers 2 per Side

Track Rollers 9 per Side

Track Link Pitch 7.5" (190 mm)

Shoes 51 per Side

Shoe Width 31.5" (800 mm)

Ground Pressure 6.2 psi (0.043 MPa)

Overall Width 11' 2"

TRAVEL SYSTEM

Travel Speeds 2.2 - 3.4 mph (3.5 - 5.5 km/h)

Drawbar Pull 44,700 lbf (199 kN)

Gradeability 70% (35°)

ATTACHMENT

Boom 33' 9" (10.3 m)

Available Arms Digging Force

26' 3" (8.00 m) 9,060 lbf (40.0 kN)

Bucket Digging Force 17,300 lbf (77.0 kN)

LUBRICANT AND COOLANT CAPACITIES

Fuel Tank Minimum 100 Gallons

Hydraulic System Minimum 70 Gallons

Hydraulic Tank Minimum 40 Gallons

Final Drive (per side) 1.2 Gallons (4.5 Liters)

Swing Drive 2.5 Gallons (9.6 Liters)

Engine Oil / Amount required by design of machine proposed

DEF Tank Minimum 20 Gallons (84 Liters)

Coolant System / Amount required by design of machine proposed

WORKING RANGE

Boom 33' 9" Arm 26' 3"

Maximum reach 60' 1"

Maximum reach @ ground level 59' 9"

Maximum dig depth 47' 9"

Maximum dig height 45' 9"

Maximum dump height 38' 8"

Digging depth 8' level bottom 47' 3"

Bucket rotation 178°

Maximum vertical wall depth 39' 8"

CAB

SCM High-Back sliding/reclining cloth upholstered suspension seat with adjustable 4-inch armrests, lumbar support, and retractable seat belt.

Tiltable, low effort SAE joystick controls. Machine equipped with control pattern changer to switch between SAE and ISO patterns.

Safety glass all around, two-piece front window with auto lock. Sliding front, side, and pop-up roof window for ventilation.

Climate control heating and cooling with a 21,030 BTU heater and a 20,080 BTU air-conditioner.

Interior light.

Removable safety screens on front window for cutter operations.

Hi-Def LED Color monitor with the following:

1. Fuel level gauge
2. DEF level gauge
3. Fuel consumption
4. Engine coolant temperature
5. Hydraulic oil temperature
6. Work mode selection
7. Rear camera view
8. Side camera view - RH & LH or 270-degree view "Wave System or equal"
9. Machine diagnostics
10. Hour meter

Audio and visual warning for:

- Low fuel level
- Low-DEF level
- Low coolant level
- Engine coolant overheat
- Hydraulic oil overheat
- Low engine oil pressure
- Electrical problem
- Service due
- Engine idling
- Power boost
- Auto engine warm-up
- SCR Regeneration underway
- Improper shutdown
- Idle shutdown
- Fuel filter clogging
- Check camera setting

On board self-diagnostic system with memory.

Intermittent windshield wiper and washer with quick clean function on right joystick trigger.

AM/FM radio with auxiliary input jack for mp3 player, iPod, Bluetooth hands free phone.

12-volt accessory outlet fused at the source.

BRUSH CUTTER

Excavator shall be plumbed and matched to the mulching head by the vendor at time of delivery.

Attachment shall be or equal to FECON Heavy Duty BH62EXC.

Parts will be readily available.

EQUIPPED WITH THE FOLLOWING SAFETY FEATURES

Password protected anti-theft start-up device.

Non-slip pads on top of upper structure.

Engine fan guard.

Lockout hydraulic control.

Travel alarm.

3 mirrors.

Full-time rear-view camera.

Side view cameras.

ROPS and FOPS Level 1 certified cab, optional FOPS Level 2 head guard available.

Safety glass windows.

Emergency escape window.

Battery Disconnect Switch.

All external work lights are to be low profile LED.

Delivery and Acceptance

A. Machine shall be delivered to Fleet Maintenance 235 Government Street Gray Louisiana 70359.

B. Acceptance of the machine will be after a complete review of the machine and specifications.

DOCUMENTATION AND MAINTENANCE

A. All Warranties, books, and paperwork along with a parts list of all components on the machine, thumb and cutter.

B. A separate Service / maintenance list to include all bucket pins, filters, lubricants (Type and quantity), and belt sizes.

C. Training on service of the machine and cutter shall be provided at 235 Fleet Maintenance Government Street Gray LA. 70359.

THE UNIT SHALL CURRENT STANDARD PRODUCTION MODEL AND WILL BE COMPLETELY PREPARED FOR CUSTOMER DELIVERY THROUGH SERVICE BY A FACTORY AUTHORIZED DEALER PRIOR TO DELIVERY. UNIT MUST BE CURRENT MODEL BUILT FOR THE U.S. MARKET SOLD BY A FACTORY AUTHORIZED DEALER.

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. 25-DRAIN-45

for **Public Works/Drainage Division**
Parish Department

Purpose of Bid: Purchase of One (1) New/Unused Boom Excavator with Attachments

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: 25-DRAIN-45

PARISH OF TERREBONNE

LOCATION: 301 Pant Road Houma, LA 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

ATTESTATIONS AFFIDAVIT

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

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

LA R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

- A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:
- | | |
|---------------------------------------|------------------------------------|
| (a) Public bribery (R.S. 14:118) | (c) Extortion (R.S. 14:66) |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:230) |
- B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:
- | | |
|--|--|
| (a) Theft (R.S. 14:67) | (f) Bank fraud (R.S. 14:71.1_ |
| (b) Identity Theft (R.S. 14:67.16)----- | (g) Forgery (R.S. 14:72) |
| (c) Theft of a business record (R.S.14:67.20)----- | (h) Contractors; misapplication of payments (R.S. 14:202)(|
| (d) False accounting (R.S. 14:70)----- | (i) Malfeasance in office (R.S 14:1324) |
| (e) Issuing worthless checks (R.S. 14:71) | |

LA R.S. 38:2212.10 VERIFICATION OF EMPLOYEES

- A. Appearer is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

LA R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS COMPENSATION INSURANCE

A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding/proposing entity.

ATTESTATIONS AFFIDAVIT (continued)

Signature X: _____

Name: _____

Title: _____

Company Name: _____

WITNESSES:

Sworn to and subscribed before me this _____ day of _____ 20____.

Notary Public

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
GOODS AND SERVICES VENDORS
CONTRACT INSURANCE SPECIFICATIONS

PLEASE READ INSURANCE REQUIREMENTS CAREFULLY TO ENSURE ALL INSURANCE COSTS ARE INCLUDED IN BID.

I. INSURANCE REQUIREMENTS:

THE VENDOR IS CAUTIONED TO ASSURE THAT THE TOTAL INSURANCE REQUIREMENTS FOR THIS PROJECT ARE THOROUGHLY REVIEWED, UNDERSTOOD AND MET. TERREBONNE PARISH CONSOLIDATED GOVERNMENT (HEREIN AFTER REFERRED TO AS TPCG), WILL THOROUGHLY REVIEW THE COMPLETE INSURANCE DOCUMENTATION SUBMITTED, PRIOR TO THE START OF WORK. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS MAY BE GROUNDS FOR REJECTION OF AND/OR REFUSAL TO AWARD A CONTRACT, PREFERRED VENDOR STATUS OR PERMIT ISSUANCE. IF APPLICABLE, SUBCONTRACTORS MUST MEET THESE REQUIREMENTS AS WELL. COVERAGES CANNOT EXCLUDE SERVICES PROVIDED TO TERREBONNE PARISH CONSOLIDATED GOVERNMENT.

A. GENERAL:

The following insurance requirements shall be provided and shall apply on a primary basis; any insurance carried by Owner shall be excess and not contributing insurance. The total limit of insurance must be equal to or greater than the minimum acceptable limits indicated below. Required primary limits may be reached with the addition of umbrella or excess liability policy limits, if applicable. Additionally, each line of insurance may have its own set of requirements that must be met. **"CLAIMS MADE" POLICIES OF INSURANCE ARE NOT ACCEPTABLE** for auto liability, general liability, employers' liability, and umbrella liability, but are acceptable for professional liability, pollution liability and errors and omissions policies.

B. INSURANCE:

Insurance obtained and maintained by the Vendor shall contain the following coverages and limits:

1. WORKERS COMPENSATION:

- a. State Act - Louisiana Statutory Requirements; Provide Other States coverage, if applicable;
- b. Employers Liability with minimum acceptable limits of \$1,000,000/\$1,000,000/ \$1,000,000; and
- c. Waiver of subrogation in favor of Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, volunteers, and any other entities who may require waivers by specific contract.

2. GENERAL LIABILITY:

- a. Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limit: \$1,000,000 per occurrence; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate; including
 1. Product Liability coverage if selling food or goods, and
 2. Liquor Liability coverage if selling, serving or furnishing alcohol;
- b. Additional Insured endorsement in favor of Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, and volunteers; and

- c. Waiver of Transfer of Rights of Recovery Against Others to in favor of Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, volunteers, and any other entities who may require waivers by specific contract.

Note: *The general liability policy shall not exclude any standardized coverage included in the required basic form or limit Contractual Coverages for this project in any way that would prohibit or limit the reporting of any claim or suit and the subsequent defense and indemnity that would normally be provided by the policy. General liability shall include coverage under damage to rented premises.*

3. AUTO LIABILITY:

- a. Minimal acceptable limit: \$1,000,000 Combined Single Limits;
- b. Liability coverage to be provided for Any Auto **OR** for All Owned Autos and Hired and Non-owned Autos. If Vendor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required;
- c. Additional Insured endorsement in favor of Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, and volunteers; and
- d. Waiver of Transfer of Rights of Recovery Against Others to Us in favor of Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, volunteers, and any other entities who may require waivers by specific contract.

II GENERAL SPECIFICATIONS

A. Vendor's Liability Insurance:

The Vendor shall purchase in its name, and maintain at its sole cost and expense, such liability and other insurance as set out in the insurance requirements of this Document. This insurance will provide primary coverage for claims and/or suits which may arise out of or result from the Vendor's performance and furnishing of the work, goods or services, whether it is performed and/or furnished by the Vendor, any subcontractor, partner, supplier, or by anyone directly or indirectly employed by any of them to perform or furnish any of the work, goods or services, or by anyone for whose acts any of them may be liable, and shall name Terrebonne Parish Consolidated Government, its elected and appointed officials, agents, directors, servants, employees, and volunteers as an additional insured thereunder. Additionally, the Vendor should be aware of and comply with any requirements of its own insurance policies.

If applicable, the Vendor shall require all subcontractors to maintain, in limits equal to or greater than Vendor's, the same insurance coverage for work performed or goods or services provided. The vendor shall insert this requirement in all contracts or agreements with all entities and/or persons who perform any work and/or provide goods or services. At no time shall the Vendor allow any subcontractors to perform work and/or provide goods or services without the required types and limits of insurance coverage. In the event of a subcontractor's non-compliance with this requirement, the Vendor shall be responsible for any damages or liabilities arising from the subcontractors work, actions, or inactions.

B. General Requirements:

1. Qualifications of Insurers:

- a. All insurance required in this document are to be purchased and maintained by the Vendor from insurance companies that are duly licensed by the State of Louisiana to issue insurance policies for the limits and coverages so required. Such insurance companies utilized are to have a minimum rating of A- VI as of the most current edition of A.M. Best's Key Rating Guide. Any variance must be approved by TPCG.
 - b. If the insurance company(s) providing any insurance coverage furnished by the Vendor is declared bankrupt, becomes insolvent, has its right to do business in Louisiana terminated or it ceases to meet the requirements of this Document, the Vendor shall, within thirty (30) days thereafter, substitute another insurance company(s) acceptable to TPCG. TPCG reserves the right to mandate cessation of all work or provision of goods or services until the receipt of acceptable replacement insurance.
2. **Partnerships and Joint Ventures:** If the Vendor is a partnership or joint venture then the evidence of all primary and excess liability insurance required to be maintained during the term hereunder shall be furnished in the name of the partnership or joint venture. Evidence of continuing primary commercial general liability insurance, which shall remain in effect in the name of the partnership or joint venture shall also be furnished.
3. **Certificates of Insurance/Policies of Insurance:**
- a. The Vendor shall deliver to TPCG Certificates of Insurance, with copies to each additional insured identified in the Contract, evidencing all insurance which the Vendor has purchased and shall maintain in accordance with this Document. It is mandatory that within ten (10) days after the notification of the acceptance of the vendor application, the Vendor shall furnish to TPCG the certificates of insurance as required in this Document.
 - b. TPCG may require that any impaired aggregate (s) be replenished in its favor prior to commencement of work or the provisions of goods or services, and/or during its progress.
 - c. TPCG reserves the right to request removal of any endorsement(s) that it finds jeopardizes its own insurance portfolio. Failure to reach a compromise may result in contract cancellation or disqualification of bidder. TPCG reserves the right to request certified copies of any policy (s) evidenced by the Certificate(s) of Insurance. The requested certified copies should be provided to TPCG within ten (10) days of the written request.
4. **Objection by TPCG:** If TPCG has any objection to the coverage afforded by or any other provisions of the insurance required to be purchased and maintained by the Vendor in accordance with the insurance requirements for the work or the provision of goods or services on the basis of non-conformance with the Contract requirements, TPCG shall notify the Vendor in writing within fifteen (15) days after receipt of the Certificates. The Vendor shall provide a written response to TPCG's objections within ten (10) days from the date of the letter request.
5. **The Vendor's Failure:** Upon failure of the Vendor or any of its subcontractors, to purchase, furnish, deliver or maintain such insurance as required herein, at the election of TPCG, the Contract may be forthwith declared suspended, discontinued, or terminated. Failure of the Vendor to purchase and maintain

insurance shall not relieve the Vendor from any liability under the Contract, nor shall the insurance requirements be construed to conflict with the obligations of the Vendor concerning indemnification.

6. **No waiver of liability:** Acceptance of evidence of the insurance requirements by TPCG in no way relieves or decreases the liability of the Vendor for its performance of any work or the provision of goods or services under the Contract. Additionally, the Vendor is responsible for any losses, expenses, damages, claims and/or suits and costs of any kind which exceed the Vendor's limits of liability, or which may be outside the coverage scope of the Vendor's insurance policies. The insurance requirements outlined in this Document shall in no way be construed to limit or eliminate the liability of the Vendor that may arise from the performance of work or provision of goods or services under the Contract. The Vendor's coverage shall be primary for any and all claims and/or suits related to, or arising from, its operations. Any of the insurance coverage(s) maintained by TPCG shall be deemed as excess of the Vendor's insurance coverage and shall not contribute with or to the Vendor's insurance coverage in any way. The limits required herein are the minimum acceptable limits for this contract. TPCG in no way affirms that this is an adequate level of insurance for its operations.
7. **No Recourse Against TPCG:** The insurance companies issuing the policies shall have no recourse against TPCG for payment of any premiums, deductibles, retentions or for assessments under any form or policy. These shall be borne by and be the sole responsibility of the Vendor.

Certificate Holder information should read:

Terrebonne Parish Consolidated Government
8026 W. Main Street, Ste 520
Houma, La 70360

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 must 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 (when applicable)
- ☐ 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.

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

- ☐ Non-Collusion Affidavit
- ☐ Indemnification Agreement
- ☐ Insurance Certificate
- ☐ Attestations Affidavit

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