



INVITATION TO BIDDERS

Purchase of Two (2) New/Unused Small Commercial Cargo Van

Sealed bids will be received on **November 13, 2023**, by the Terrebonne Council on Aging, Inc., at Terrebonne Council on Aging, Inc. Operating Center, 995 W. Tunnel Blvd., in Houma, Louisiana until **2:00 P.M.** at which time sealed bids shall be publicly opened and read aloud in the Terrebonne Council on Aging, Inc. Conference Room.

Bid documents are posted on <https://www.terrebonneco.org/> .

Each bid shall be hand delivered by the bidder or sent by United States Postal Service registered or certified mail with a return receipt requested.

Submit in person to: 995 W. Tunnel Blvd.
Houma, LA 70360

Mailed to: P.O. Box 8036
Houma, LA 70361

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.

Please contact Randy Manning, Fleet and Facility Manager at (985)868-8411 ext. 211 or Kayla Dardar, Transportation/Nutrition Manger at (985)868-8411 ext. 257 for any clarifications about the bid documents or questions concerning the specifications.

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 Council on Aging, Inc. (TCOA) reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

/s/Michel Claudet
Michel Claudet, Executive Director
Terrebonne Council on Aging, Inc.

Publish in Courier: October 24th & 27th 2023

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS FOR

Purchase of Two (2) New/Unused Small Commercial Cargo Van

Please Read Carefully

GENERAL: The Terrebonne Council on Aging, Inc. (TCOA) is soliciting bids for the furnishing two (2) Small Commercial Cargo Vans in accordance with the specifications herein to be **delivered** to 995 W. Tunnel Blvd. Houma, LA 70360.

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 Randy Manning, Fleet and Facility Manager as set forth herein. Interpretations, clarifications, or modifications considered necessary by Randy Manning, Fleet and Facility Manager, in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify Randy Manning, Fleet and Facility Manager 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 Randy Manning, Fleet and Facility Manager 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 Randy Manning, Fleet and Facility Manager, 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 a sealed envelope. **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 Council on Aging, Inc. 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, TCOA reserves the right to increase or decrease the amount, at the unit price stated in the bid. TCOA 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, bidder must notify the Terrebonne Council on Aging, Inc. in writing of delay.

PRICES: Unless otherwise specified by TCOA 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. 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.

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 TCOA has determined the Vendor to be in default, TCOA 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.

PAYMENT STRUCTURE: The awarded 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 vehicle is delivered. To keep documentation consistent, TCOA will apply for all titles and license plates.

TAXES: It is acknowledged and understood that all applicable taxes are included in the bid price.

**OFFICIAL BID FORM
SECTION "A"**

TO: Terrebonne Council on Aging, Inc. (TCOA) **FROM:** _____
995 W. Tunnel Blvd. _____
Houma, LA 70360 **PHONE:** _____
EMAIL: _____

Purchase of Two (2) New/Unused Small Commercial Cargo Vans

Delivery shall be within 6 months after receipt of order (ARO)

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(s) specified herein, all in strict accordance with the Bidding Documents prepared by: Terrebonne Council on Aging, Inc. and dated October 2023.

Item No.	Quantity	Item Description	Year/Make/Model	Unit Price	Extended Price
1	2	New/Unused Small Commercial Cargo Vans		\$ _____	\$ _____
Total Bid Amount Written in Words: _____ _____					

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

Purchase of Two (2) New/Unused Small Commercial Cargo Van

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.

- 2023-2024 (Newer vehicle considered a higher desire)
- Body Color - White
- Gasoline Engine
- 2-wheel drive
- Cruise Control
- Power windows and locks
- Daytime Running Headlamps
- Rear backup camera
- Sliding side door with windows (Double sliding doors if possible)
- Dual opening rear doors with windows
- Vinyl front seats (2 seating capacity)
- Vinyl Flooring throughout vehicle (No carpet)
- Enclosed rear cargo area
- 4 sets of keys
- Standard Manufactory Warranty