

**PUBLIC NOTICE**  
**ADVERTISEMENT FOR**  
**BIDS**

**NEW 2019 Thirty-Three(33)**  
**Passenger Bus**

In accordance with the provisions of La. R.S 38:2212.1, notice is hereby given that the East Baton Rouge Council on Aging, Inc. ("EBRCOA") will receive sealed Bids until 3:00PM., on **May 30, 2019** at the offices of the EBRCOA, 5790 Florida Blvd. Baton Rouge, LA 70806, for the purchase of a **NEW 2019 Thirty-Three (33) Passenger Bus**, as fully described in the Bid Documents.

Bids will be received on the forms provided for in the Bid Documents. Only bona fide sealed and online Bids will be considered at opening time. Bids received after closing time will be returned unopened.

Bid Documents may be obtained at the offices of the EBRCOA, 5790 Florida Blvd. Baton Rouge, LA 70806, Monday through Friday, 8:00 a.m. - 4:00 p.m. For Bid Documents in PDF format made available by email, send request to [procurement@ebrcoa.org](mailto:procurement@ebrcoa.org).

Bid Documents are also available online at <http://www.ebrcoa.org> and <https://ha.economicengine.com>. Bids may also be submitted via email at [procurement@ebrcoa.org](mailto:procurement@ebrcoa.org).

For purposes of this solicitation, wherever the name of a certain brand, make, manufacturer, or definitive specification is utilized, it is the intent of the EBRCOA that such reference is used to denote the quality standard of product desired.

The EBRCOA reserves the right to hold all Bids for up to thirty (30) days from date of receipt without action, to reject any and all Bids, and to waive irregularities and any informalities.

EAST BATON ROUGE COUNCIL ON AGING, INC.

/s/ \_\_\_\_\_

**TO BE ADVERTISED:**

**May 9, 16 & 22, 2019**

EAST BATON ROUGE COUNCIL ON AGING, INC.  
PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA

**INTRODUCTION**

It is the intent of the East Baton Rouge Council on Aging, Inc. ("EBRCOA") to secure pricing on a minimum of one (1) **NEW 2019 Thirty-Three (33) Passenger Bus**.

**INSTRUCTION TO BIDDERS**

**Bidders are urged to promptly review the requirements of this specification and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the East Baton Rouge Council on Aging, Inc. ("EBRCOA") during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification documents will not be considered after bids are opened.**

1. **Completed bid packet should be returned as issued by the EBRCOA with ALL PAGES intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, may result in the bidder's (proposer's) entire bid being rejected.**
2. Sealed Bids will be received until 3:00PM., on May 30, 2019, and publicly opened at the offices of the EBRCOA, 5790 Florida Boulevard, Baton Rouge, Louisiana 70806.
3. Bids may also be submitted via email at [procurement@ebrcoa.org](mailto:procurement@ebrcoa.org).
4. Bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder.
5. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the EBRCOA on or before the specified bid opening date and time. Late bids will not be considered under any circumstances.
6. Except for bids submitted through the email [procurement@ebrcoa.org](mailto:procurement@ebrcoa.org) online email site, bids shall be accept only on bid forms furnished by the EBRCOA. Altered or incomplete bids (including non-acknowledgement of addenda issued, if any), or the use of substitute forms, shall render the bid non-responsive and subject to rejection.
7. All bids must be typed or written in ink. Any erasures, strikeover and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.
8. All bids must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
9. All products shall be new and unused. Quoted prices shall be for a complete unit ready for use. No "standard" item or equipment shall be removed or omitted for the reason that it was not specified in the Bid Documents.

10. Bidder should furnish complete warranty information for product(s) being quoted, to include all sub-contracted components installed by vendor as well as vendor warranted components.
11. The EBRCOA specifically reserves the right to evaluate bids, to accept the bid which is in the best interest of the EBRCOA and to reject all proposals if that is in the best interest of the EBRCOA.
12. Pursuant to La. R.S 38:2212.1(C)(2), any manufacturer's preference in this specification is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified. The EBRCOA reserves the right to determine the acceptability of any equivalent offered.
13. Detailed factory specifications, illustrative literature and any deviations should be submitted with bid as required by the specifications or on the bid form. Representative samples shall be submitted upon request, if appropriate. Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for the EBRCOA to evaluate quality, suitability, and compliance with the specifications in the solicitation.
14. Written addenda issued prior to bid opening which modifies the bid shall become a part of the solicitation, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
15. Delivery of items must be made on time to the EBRCOA final destination within East Baton Rouge Parish. All products are to be shipped F.O.B., freight pre-paid by vendor, to the EBRCOA, 5790 Florida Blvd. Baton Rouge, LA 70806. Late deliveries or unsatisfactory performance may be cause to cancel the Purchase Order or contract.
16. The State of Louisiana Code of Governmental Ethics places certain restrictions on awarding contracts or purchase orders, prescribes restrictions against conflict of interest, and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the EBRCOA prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
17. All Prices bid shall remain in effect for a period of at least sixty (60) days.
18. Acceptance of award by vendor, either in writing or by shipment of any article described herein, shall effectuate a contract between the EBRCOA and vendor for the materials described herein, and no additional conditions or amendments shall have any effect unless approved in writing the EBRCOA.

19. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process.
20. The EBRCOA is an equal opportunity employer, and does not discriminate against anyone on the basis of race, sex, creed, color, religion, national origin, ancestry, reprisal, disability, sexual orientation, marital status or political affiliation.
21. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right 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 agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.
22. In accordance with the provisions of La. R.S. 38:2212.9, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
23. Questions and/or clarifications of bid specifications are to be in written form only, either mailed, faxed, or emailed to the attention of Procurement Department; and must be received by the close of business on May 30, 2019.
24. This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.

## **DEALER LICENSE REQUIREMENTS**

Any vendor wishing to bid on vehicles for the EBRCOA must be in compliance with Chapter 6, Distribution and Sales of Motor Vehicles, La. R.S. 32:1251, which stipulates any motor vehicle manufacturer, distributor, dealer and lessor doing business in Louisiana must be licensed in Louisiana.

**All bidders shall include a copy of their valid dealer's license, issued under the provisions of La. R.S. 32:1254, with any bid submitted. Per R.S. 38:2218.8, public entities are prohibited from accepting bids from or entering into any contract or cooperative endeavor agreement or any other transaction for the procurement of vehicles with a dealer who does not possess a valid dealer's license issued pursuant to R.S. 32:1254. A public entity shall reject any bid submitted by a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.**

### **La. R.S. 2212.8. Prohibition of bids from or contracts with unlicensed dealers:**

- A. A public entity shall not accept any bid from or enter into any contract or cooperative endeavor agreement, or any other transaction for the procurement of vehicles, with a dealer who does not possess a valid dealer's license issued under the provisions of R.S. 32:1254.
- B. A public entity shall require that any bid submitted by, or a contract or cooperative endeavor agreement with, a dealer for the purchase of vehicles shall include a copy of a valid dealer's license issued under the provisions of R.S. 32:1254.
- C. A public entity shall reject any bid submitted by a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.
- D. A public entity shall not sign a contract or cooperative endeavor agreement with a dealer for the purchase of vehicles which does not include a copy of a valid dealer license.
- E. If in the course of an audit or review by the legislative auditor, pursuant to the powers and duties in R.S. 24:513, a violation of this Section is found, the legislative auditor shall report such findings to the Louisiana Motor Vehicle Commission.

Acts 2010, No. 376, §1.

**Pricing Sheet**

The brand and model used in this specification is used only to denote the general style, type, character and quality standard of the supplies requested. Please note the brand and model that you are bidding in the designated spaces provided. If bidding other than specified, sufficient information should be enclosed with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications.

ITEM	DESCRIPTION	QTY	UNIT	TOTAL
0001	2019 Thirty-Three (33) Passenger Bus.	1	EACH	\$
	<b>2019 Glaval Entourage on Ford FSS0 Gas Chassis or equal in accordance with the attached specifications.</b>			
	STATE MAKE AND MODEL NUMBER			

**BIDDER INFORMATION:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Authorized Printed Name and Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation.

## **BID SPECIFICATIONS**

**SCOPE:** The following bid specifications are to be used as minimum standards for one (1) **Thirty-Three (33) Passenger Bus**, for use by the East Baton Rouge Council on Aging, Inc. All quoted products shall either meet or exceed the following specifications.

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and to establish general quality levels only, they are not intended to be restrictive.

Prospective bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items as stated. Bidder should indicate in the space provided below, under "*Bidder's Response:*" the necessary information to indicate he/she is conforming with the bid specifications for each item as written. If Bidder is in complete compliance with each bid specification item as written, please write "Comply" in the space provided; if not, please indicate in this space, the necessary information on the product you are proposing and enclose sufficient information with the bid to in order to determine quality, suitability, compatibility and compliance with the specifications. Each specification response is necessary to ensure the proper evaluation and tabulation of this bid. If each "*Bidder's Response*" section is not filled in or completed, your bid may be rejected.

	<b>Bidder's Response:</b>
<b>General</b>	
2019 Glaval Entourage on Ford F550 Gas Chassis	
33 Passenger	
Ford F-550 19,500 GVWR 6.8L Gas Engine	
Entourage 32 238" WB264' Body 6.8L Gas Includes 2nd Battery, Box and Tray	
Full Body Black Exterior Paint	
<b>Special Build Order</b>	
Intermotive Pre-Trip Module	
26" LED TV Mounted Behind Driver	
A/V Package for F-550 (4) Monitor A/V	

System	
Jensen (Awm968) Wallmount Radio AM/FM/DVD W/ Bluetooth- Install	
In B-Pillar Behind the Driver	
(4) 15" Flip Down Monitors (T1588IRBK)	
(6) Jensen 5.25" Speakers (JXHD54)	
(2) Video Distribution Box (VAI00)	
(1) Ford Antenna Splitter (40UV44)	
LED Lights at Floor Level Pointing Toward Aisle	
<b>Side Wall/Rear Wall/Ceiling</b>	
FRP On Ceiling, Black	
FRP on Rear wall and Side Wall, Black (our Logo On Back Wall)	
Cove Flooring on Sidewall to Seat Track	
Black Padded Vinyl interior (walls and Ceiling)	
<b>Flooring</b>	
Gerflor Harmonia Wood	
5/8" Marine Tech Plywood Floor	
Raised Floor 3 Step Entry Flat to Front	
<b>Chassis</b>	
Mor-Ryde RL Suspension	
Heated/ Remote Exterior Mirrors Accustyle	

Back-Up Alarm SAE Type B 107 db(A) Ecco 575	
Rosco Backup Warning System BSSK-1000 Surface Mount	
Interior Convex Mirror 6"x 9"	
White "Standee" Line	
Decal "Please Stand Behind White Line While Vehicle is in Motion"	
<b>Grab Rail/ Stanchion/ Panels</b>	
Right Hand Entry Vertical Grab Rail - 1 ¼"	
Ceiling Grab Rail (each)	
Stanchion and Modesty Panel Behind Driver	
Padding On Stanchion- Black	
<b>Seating - Driver</b>	
Ford F550 OEM Driver's Seat	
Ford F550 OEM Seat RH lemans Armrest & Mount Kit	
Set is vinyl	
<b>Seating - Passenger</b>	
Passenger Seat 3 point GOES and level 4 Black vinyl	
Arm Rest on each side	

DRAFT



East Baton Rouge Council on Aging  
 5790 Florida Boulevard | Baton Rouge, Louisiana 70806  
 Office: (225) 923-8000 | Fax: (225) 923-8030 | Website: [www.ebrcoa.org](http://www.ebrcoa.org)

Thursday, May 2, 2019

**The Advocate**  
 Baton Rouge, Louisiana

**To be published three time Legal:**  
 May 9<sup>th</sup>, 16<sup>th</sup>, 22<sup>nd</sup>, 2019

**NOTICE OF REQUEST FOR PROPOSALS**  
**SOLICITATION No. 19100T**

EBR Council on Aging Transportation Department

In accordance with the provisions of La. R.S. 38:2212.1, notice is hereby given that the East Baton Rouge Council on Aging (“EBRCOA”) will receive sealed Bids until May 30<sup>th</sup>, 2019 at 3:00 p.m., at the office of the EBRCOA, 5790 Florida Boulevard, Baton Rouge, Louisiana 70806, for the purchase of a **NEW 2019 THIRTY-THREE (33) PASSENGER BUS**, as fully described in the Bid Documents.

EBRCOA Contact Person:	Please refer all inquiries regarding this solicitation to: <a href="https://ha.economicengine.com/requests.html?company_id=60574">https://ha.economicengine.com/requests.html?company_id=60574</a> Prior to 3:00p.m. CST, May 30, 2019.
<b>HOW TO OBTAIN/ REVIEW RFQ DOCUMENTS?</b>  (Interested firms are required to register on agency’s e-procurement site, to download REQ documents, and to submit inquiries).  This procurement complies with: R.S. 38:2212(E); R.S. 38:2212(B)(4); and R.S. 38:2212.1(B)(4)(a)	1. To obtain RFQ documents, please contact Christopher Huddleston, Purchasing Agent at <a href="mailto:procurement@ebrcoa.org">procurement@ebrcoa.org</a> (email). 2. Access <a href="https://ha.economicengine.com/requests.html?company_id=60574">https://ha.economicengine.com/requests.html?company_id=60574</a> ; to register your firm, review, and download RFQ documents; 3. Access: <a href="http://www.ebrcoa.org">www.ebrcoa.org</a> to review RFQ documents. 4. Pick up RFQ packets in person at: 5790 Florida Blvd., Baton Rouge, Louisiana 70806.
<b>DEADLINE FOR SUBMITTING INQUIRIES AND RECEIVING CLARIFICATIONS:</b>	May 30 <sup>th</sup> , 2019 by 3:00p.m. CST at: <a href="https://ha.economicengine.com/requests.html?company_id=60574">https://ha.economicengine.com/requests.html?company_id=60574</a>
<b>HOW TO FULLY RESPOND TO THIS RFQ:</b>	As instructed within Section 3, 4, 5, & 6 of the RFQ packet, submit (1) copy of your original “hard copy” proposal, and (3) “Xerox copies” to the EBRCOA.
<b>PROPOSAL SUBMITTAL RETURN AND DEADLINE:</b>	June 13 <sup>th</sup> , 2019 by or before 1:00pm CST, 5790 Florida Boulevard Baton Rouge, Louisiana 70806, Attn: Purchasing  Proposal documents received after the deadline date and time, will be deemed non-responsive, deemed disqualified, and secured for proposer retrieval.
[Minority, DBE, Women-owned, and Veteran-owned firms are encouraged to respond]	

“An Equal Opportunity Employer/Agency”