



CAMPUS CORRESPONDENCE

To: Pro Auth Security Holders

Date: October 13, 2008

From: Purchasing Office

Subject: Louisiana Pricing Schedules (LaPS)
Memorandum No. 09-01

State Purchasing has issued rules for a program called Louisiana Pricing Schedules in regard to some Brand Name state contract purchases in which the total cost of the procurement exceeds \$25,000. This program requires a "best value determination" be made and documented prior to purchase to ensure tax payers are getting the best value for their money. To implement the "best value determination," State Purchasing requires that we issue a Request for Response (RFR) to at least three LaPS contract holders which offer functionally equivalent products and/or services, whenever available.

Departments have the option to solicit the RFR on behalf of the University, or to create a PRO requisition as normal and release to purchasing for our office to process. Directions for Departments obtaining Request for Responses follow.

These rules are applicable to the contracts on the attached list. This list is maintained on the Office of State Purchasing's website at <http://doa.louisiana.gov/osp/osp.htm>. Also available at this site is State Purchasing's rules and guidelines regarding the use of LaPS.

Please distribute this memorandum internally to your appropriate staff. For your convenience, this memo is accessible on our website at <http://www.fas.lsu.edu/purchasing/memo.htm>. Please contact this office if you have any questions concerning this matter.

Instructions for Department Solicited Request for Responses

Manual PRO RFR Process

1. Create PRO Requisition.
2. Once REQ is approved, create a manual Request for Response, using the RFR form available on the LSU Purchasing website under "Forms – General".

Note: PRO REQ Item Descriptions and Terms & Conditions may be copied and pasted to the RFR form.

3. Use the PRO REQ Number as the Solicitation/RFR Number.
4. Allow at least a 24-hour vendor response time.
5. Fax the RFR to vendors, and print the fax transmittal confirmations for file/audit purposes.

Note: At least three state contract manufacturers/brands are to be solicited, whenever available.

6. Tabulate the responses on a manual bid tabulation form or spreadsheet, indicating all vendors solicited.
7. Evaluate responses for technical responsiveness and equivalence.
8. Make a written department recommendation for award.
 - a. IF any lower priced responses are rejected for unresponsiveness, recommendation must indicate how the proposed items and/or services do not meet our specifications.
 - b. IF any lower priced responses are rejected for other factors, recommendation must include the department's justification of the rejection/selection criteria used to make a best value determination.
 - c. Department recommendation must be signed a PRO signature authority for the account. IF the purchase value is \$100,000 or more, the Dean, Director or Department Head must be copied on the department's recommendation.
9. Scan and attach all supporting RFR documents to the PRO Requisition, using "Bid Evaluation Docs" as the attachment name. Complete attachment package is to include copies of the:
 - a. Department's award recommendation
 - b. Tabulation of vendors solicited and responses
 - c. RFR Responses (including No Bids) received
 - d. Fax transmittal confirmations
 - e. The RFR document

10. Release Requisition to Purchasing for review and further processing.

Louisiana Pricing Schedule (LaPS)
(revised 10-10-2008)

<i>Microcomputer & Peripheral Contracts</i>	Contract	T Number
AOS BN Microcomputers & Peripherals	405189	91888
Apple Microcomputers & Peripherals	404553	91437
Dell Microcomputers & Peripherals	403834	91752
Gateway BN Microcomputers & Peripherals	406127	91823
Hewlett Packard Microcomputers & Peripherals	404160	91528
Howard Microcomputers & Peripherals	404524	92269
IBM Microcomputers & Peripherals	405446	92346
Kyocera Mita Printers	406737	92512
Lenovo Microcomputers & Peripherals	406254	92455
Pelican BN Microcomputers & Peripherals	404054	92065
DLC BN Microcomputers & Peripherals	404808	91997
Detel BN Microcomputers & Peripherals	405031	92313
KEI Systems BN Microcomputers & Peripherals	405127	92027
American (ARC) BN Microcomputers & Peripherals	405178	91638
ACT BN Microcomputers & Peripherals	405186	91843
Methods BN Microcomputers & Peripherals	405187	91506
Ultra BN Microcomputers & Peripherals	405188	91883
MTC BN Microcomputers & Peripherals	405190	91841
Bitsopen BN Microcomputers & Peripherals	405195	92182
Benecom BN Microcomputers & Peripherals	407014	92383
Lexmark Computer Peripherals	406370	92139
Sharp BN Computer Peripherals	406368	92178
Xerox BN Computer Peripherals	406309	92140
American Patriot BN Computer Peripherals	405170	92000
Canon BN Imaging	406020	91443
CC System BN Computer Peripherals	404464	92091
Hunt Brothers BN Computer Peripherals	406763	92349
Konica Minolta BN Computer Peripherals	407397	91951
Panasonic BN Computer Peripherals	407182	92100
Sun BN Computer Peripherals	407258	92569
AVM BN Multimedia Peripherals	405814	92377
Canon BN Micrographic Equipment	406586	92134
Skyrider BN Computers	406679	92502
Intermedia Multimedia BN Peripherals	405150	92314
Kinetix Broadband BN Peripherals	406255	92545

***Microcomputer & Peripheral Contracts
(cont)***

	Contract	T Number
NCS Pearson BN Opscan Scanners	405334	91631
Konica Minolta BN Reader Printers	407397	92133
Epson BN Projectors & Peripherals	407399	92348
Creative BN Projectors & Peripherals	406245	92442

Networking Contracts

Nortel Network BN Microcomputer Networking	407281	92535
Cisco BN Networking Products	407245	92531
Avaya BN Networking Products	407248	92530
IBM BN Networking Products	407250	92545
Shortel BN Networking Products	407255	92533
NEC BN Networking Products	407252	92547
Siemens BN Networking Products	407251	92548
Proxim BN Networking Products	407254	92551
3 Com BN Networking Products	407257	92534
Enterasys BN Networking Products	407256	92537
Kinetix Broadband BN Networking Products	407253	92558
Genesys BN Networking Products	407249	92543
Detel BN Networking Products	407268	92538
Shyrider BN Networking Products	407273	92559
Hunt Brothers BN Networking Products	407560	92607
SMC Networks BN Networking Products	407570	92614
Solvista BN Networking Products	407574	92577
Foundry Networks BN Networking Products	407576	92620
Fluke Networks B/N Networking Products	407628	92609
D-Link System B/N Networking Products	407690	92613

Video Security/Surveillance Equipment Contracts

Active Solutions BN Surveillance Products	407020	92552
La Tech BN Surveillance Products	407018	92553
NetMethods BN Surveillance Products	407187	92542
ONGO Live BN Video Security Systems	406141	92439
CCTV BN Surveillance Products	407015	92554

Dictation Equipment

Sony BN	407159	90436
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Cellular/Radio/Satellite Communications/Radio Parts

Sprint Cellular	406602	92482
Verizon Cellular	406593	92484
AT&T Cellular	406569	92485
Alltel Cellular	406647	92489

	Contract	T Number
JPS/Raytheon Communication BN (radio interoperability)	406137	92427
Motorola BN Radio Parts	406477	91409
<i>Emergency/Lab/Safety/Maintenance/Tools</i>		
AramSCO	406289	92721
Grainger	406352	92270
Fisher Lab, Safety Supplies	406044	92424
VWR Lab Supplies	406021	92424
Snap on Tools	405359	92458
Mohawk Lifts	406290	92456
Lawson Automotive Shop Equipment	406507	92476
<i>Multifunction Copiers</i>		
Duplo Multifunction Copiers	405913	92406
Kyocera Multifunction Copiers	405942	92411
Ricoh, Savin – Gestetner Multifunction Copiers	406022	92113
Xerox Multifunction Copiers	405567	92360
<i>Fire Trucks/ Specialty Vehicles</i>		
Ferrara Fire Trucks	405733	92374
Pierce Manufacturing Fire Trucks	405943	92429
Farber Specialty Vehicles	406629	92503
LDV Specialty Vehicles	405855	92430
NACS Specialty Vehicles	406717	92511
<i>Light Bars</i>		
Whelen Light Bars	405867	92399
<i>Carpet</i>		
Lees Carpet	406956	92506
Interface Flooring Systems	406878	92524
Bentley Prince Street Carpet	406787	92523
Shaw Industries, Inc	406753	92414
Tandus US Carpet	406744	92505
<i>Floor Machines</i>		
Betco Corp. LTD Floor Machines	406812	92525
Power Flite Floor Machines	406279	92449
Nilfisk Advanced Floor Machines (walk behind)	406278	92450
Nilfisk Advanced Floor Machines (ride type)	406277	92451
Windsor Floor Machines	406276	92448
Kent/Euroclean Floor Machines	406551	92478
Tennant Floor Machines (walk behind)	406249	92445

	Contract	T Number
Tennant Floor Machines (rider type)	406248	92447
Nobles Floor Machines	406246	92446
<i>Defibrillators</i>		
Cardiac Science	406133	92185
Zoll Medical	406095	91935
Medtronic	405979	92416
<i>Court Reporting</i>		
FTR Limited	405944	92408
<i>Linens</i>		
ATD American	406663	92500
<i>Chemicals and Water Treatment</i>		
Asepsis BN Chemicals	407293	91656
Wechem BN Chemicals	407177	90721
United Laboratories BN Chemicals	407284	91115
Ecolab BN Chemicals	407263	92047
Quasar BN Chemicals	407371	92304
Blanton BN Chemicals	407408	91874
3M BN Chemicals	407328	91416
Nolmar BN Chemicals	407411	90674
Beta Technology BN Chemicals	407398	92312
Auto Chlor BN Chemicals	407433	92046
Nalco BN Chemicals	407448	90540
ZEP BN Chemicals	407543	90164
Big M BN Chemicals	406207	90242
Rochester Midland BN Chemicals	407497	90602
Hi-Tech BN Chemicals	407542	92062
Southern BN Chemicals	406282	91276
National Labs BN Chemicals	406319	92457
Procter & Gamble BN Chemicals	407370	92417
K2 Chem BN Chemicals	406396	92329
Delta BN Chemicals	406398	92112
Chem Aqua BN Chemicals	406413	91994
National American BN Chemicals	406416	91455
Trichem BN Chemicals	406434	91924
Starco BN Chemicals	406435	91534
Pelican BN Chemicals	406436	92063
West Sanitation BN Chemicals	406451	92048
Butcher's BN Chemicals	406461	92467
Buckeye BN Chemicals	407457	90481

Chemicals and Water Treatment (cont)**Contract T Number**

H&H BN Chemicals	407465	91399
NCH Certified BN Chemicals	406471	90515
Hillyard BN Chemicals	406491	90152
Spartan BN Chemicals	407495	91044
Thornton, Musso & Bellemin BN Chemicals	405222	91774
Johnson Wax BN Chemicals	407498	90157
Betz Dearborn BN Chemicals	406614	91006
Purell Hand Sanitizer BN Chemicals	406615	92477
Garratt-Callahan BN Chemicals	406731	92510
Deb SBS BN Chemicals	406732	92508
Aqua Smart BN Chemicals	406745	92361
Stockhausen BN Chemicals	407389	92359
Selig BN Chemicals	406937	90624
Remediation Resources BN Chemicals	406938	92288
Southwest Engineers BN Chemicals	407480	91587
SE BN Chemicals	406947	92682
Varley BN Chemicals	406958	92372
Reliant Tech BN Chemicals	406959	92238
Marc BN Chemicals	407499	92513
Jackson BN Chemicals	406983	92370
State Industrial BN Chemicals	407499	90854
Economical BN Chemicals	407420	92574
Reckitt Benckiser BN Chemicals	407121	90929
NCH/National Chemsearch BN Chemicals	407122	81558
Guillot's BN Chemicals	407125	92391
Steris BN Chemicals	407126	90154
Gessco BN Chemicals	407150	90563
Professional's Choice BN Chemicals	407175	92298
Chemtreat BN Chemicals	407176	91669

Mailing Equipment

Hasler BN Mailing Equipment	406208	91014
Pitney Bowes BN Mailing Equipment	406213	90407
Francotyp-Postalia BN Mailing Equipment	407191	92310
Neopost/American BN Mailing Equipment	407261	90730

Agriculture/ Industrial Equipment

Diamond BN Agriculture Equipment	407244	92403
Alamo BN Agriculture Equipment	407260	92404
Rhino BN Agriculture Equipment	407301	92415
John Deere BN Agriculture Equipment	407192	92385
Bush Hog BN Agriculture Equipment	407195	92394

	Contract	T Number
Vermeer BN Agriculture Equipment	407196	92396
Kubota BN Agriculture Equipment	407197	92397
New Holland BN Agriculture Equipment	407208	92719
Tiger BN Agriculture Equipment	407228	92401
US Mower BN Agriculture Equipment (attachments)	407327	92405
Komatsu BN Industrial Equipment	407311	92421
Takeuchi BN Industrial Equipment	407419	92428
Volvo BN Industrial Equipment	406113	92432
Caterpillar BN Industrial Equipment	406119	92433
Leeboy BN Industrial Equipment	406202	92720
John Deere BN Industrial Equipment	406241	92444
Kobelco BN Industrial Equipment	406448	92697
New Holland BN Industrial Equipment	406926	92698
Mustang BN Industrial Equipment	406927	92072
John Deere BN Industrial Equipment (multiple contracts inquire on T#)		92700
Bobcat BN Industrial Equipment	406999	92699
Marathon BN Industrial Equipment	407016	92575
Ditch Witch BN Industrial Equipment	407088	92580
Kubota BN Industrial Equipment	407101	92717
Case BN Industrial Equipment	407151	92703
Caterpillar BN Industrial Equipment	407209	92433

Photo ID Equipment

Data Card BN Photo ID Equipment	407321	92129
Essi BN Photo ID Equipment	406067	92309
TSI BN Photo ID Equipment	406456	92285

Lawn Care/Golf & Turf Equipment

Everride BN Lawn Care/Golf & Turf Equipment	407375	92418
Smithco BN Lawn Care/Golf & Turf Equipment	406447	92465
Jacobson BN Lawn Care/Golf & Turf Equipment	406851	90479
Grasshopper BN Lawn Care/Golf & Turf Equipment	406936	92705
Hustler BN Lawn Care/Golf & Turf Equipment	406939	92707
John Deere BN Lawn Care/Golf & Turf Equipment	406942	92704
Shindaiwa BN Lawn Care/Golf & Turf Equipment	406943	92708
Gravelly BN Lawn Care/Golf & Turf Equipment	406944	92709

Lawn Care/Golf & Turf Equipment (cont)

Stihl BN Lawn Care/Golf & Turf Equipment	406949	92706
Scag BN Lawn Care/Golf & Turf Equipment	406961	92711
Toro BN Lawn Care/Golf & Turf Equipment	406962	92712
Kubota BN Lawn Care/Golf & Turf Equipment	406988	92713
Exmark BN Lawn Care/Golf & Turf Equipment	406989	92716

	Contract	T Number
Bush Whacker BN Lawn Care/Golf & Turf Equipment	407190	92395
Bush Hog BN Lawn Care/Golf & Turf Equipment	407194	92393
<i>Imprinters</i>		
Newbold BN Imprinter(multiple contracts inquire on T#)		92002
<i>Coffee Service</i>		
Community BN Coffee Service	406227	92438
Mello Joy BN Coffee Service	406252	92438
<i>Hospital Supplies</i>		
Leisgang BN Hospital Supplies	406377	92085
<i>Addressing Equipment</i>		
Card Technology BN Addressing Equipment	406438	91925
<i>Attendance Recorders</i>		
Amano-Cincinnati BN Attendance Recorders	406148	90440
<i>Bullet Proof Vest</i>		
Gator Hawk BN Vest	406256	92453
American Body Armor BN Vest	406872	92291
Safariland BN Vest	406873	92291
Second Chance BN Vest	406874	92291
<i>GPS Equipment</i>		
Trimble BN GPS Equipment	406522	92264
<i>Infant Formula</i>		
Mead Johnson BN Infant Formula	407291	92039
Ross BN Infant Formula	407406	90814
<i>Breastfeeding Pumps</i>		
Medela BN Breastfeeding Pumps	406742	92268
<i>Syringes</i>		
Vanishpoint BN Syringes	407309	92363
<i>Disposable Diapers</i>		
First Quality BN Diapers	406919	92070
<i>Rotary Filing System</i>		
Times-2 BN Filing System	406946	91984

	Contract	T Number
<i>Outboard motors</i>		
Yamaha BN Outboard Motors	406019	90302
Mercury BN Outboard Motors	407210	92337
<i>Institutional Furniture</i>		
Kwalu BN Furniture	406757	92488
<i>Audio Logging Systems</i>		
Nice BN Audio Logging Equipment	406964	92434
Higher Ground BN Audio Logging Equipment	406433	92459