



LOUISIANA STATE UNIVERSITY


HEALTH SCIENCES CENTER

Fire Sprinkler Testing & Inspecting

ITB# 002789

Tuesday, May 14th, 2024 @ 2:00PM (central)

Invitation to Bid

LSUHSC New Orleans VENDOR NO. : SOLICITATION : 002789 OPENING DATE : 05/14/2024		BIDS WILL BE PUBLICLY OPENED: May 14,2024 02:00 PM Return Sealed Bid to: Purchasing Department 433 Bolivar St New Orleans LA 70112 BUYER : Defourneaux, Patrick M BUYER PHONE : 504/568-2947 DATE ISSUED : 04/17/2024 REQ. NO : FISCAL YEAR : 0
Fire Sprinkler Testing&Inspect		
To be Completed by Vendor:		
BUSINESS NAME _____ ADDRESS _____ TAX ID NUMBER _____		
_____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY 30 DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.		
INSTRUCTION TO BIDDERS		
1. READ THE ENTIRE BID (INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS) . DIVERSE SUPPLIER (A) SUPPLIER UNDERSTANDS THAT LSU, AS THE STATE'S FLAGSHIP UNIVERSITY, HAS AN INTEREST IN PROVIDING ENTREPRENEURIAL OPPORTUNITIES TO DIVERSITY-OWNED BUSINESSES. THE UNIVERSITY IS DEDICATED TO PROMOTING THE GROWTH AND DEVELOPMENT OF MINORITY, WOMEN, AND SMALL AND HISTORICALLY UNDERUTILIZED BUSINESSES ("DIVERSE BUSINESSES") BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN UNIVERSITY CONTRACTS. (B) IN SUPPORT OF THIS COMMITMENT, THE SUPPLIER SHALL USE GOOD FAITH AND BEST EFFORTS TO PROVIDE OPPORTUNITIES TO DIVERSE BUSINESSES THAT ARE EITHER CERTIFIED BY THE STATE OR ANOTHER CERTIFYING AGENCY IN A DIVERSE CATEGORY, AS A SUBCONTRACTOR OR SUPPLIER UNDER THIS AGREEMENT. (C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY: (1) THE NAME OF THE BUSINESS; (2) ITS PRINCIPAL OFFICE OR ADDRESS; (3) THE OWNER(S) ; AND (4) THE SERVICES OR GOODS THAT IT MAY PROVIDE OR SUPPLY AND THE VALUE OF THE GOODS OR SERVICES PROCURED FROM THE BUSINESSES INCLUDED ON SUPPLIER'S LIST. (D) TO THE EXTENT THAT ANY FEDERAL OR STATE LAW, RULE, OR REGULATION WOULD REQUIRE THAT THIS SECTION BE MODIFIED OR VOIDED, THE PARTIES AGREE THAT SUCH PROVISION CAN BE AMENDED OR SEVERED FROM THE AGREEMENT WITHOUT AFFECTING ANY OF THE OTHER TERMS OF THE AGREEMENT.		
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.		
3. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (See No.9) .		
VENDOR PHONE NUMBER: EMAIL ADDRESS:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)	

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NUMBER : 002789 OPEN DATE : 05/14/2024 TIME: 02:00 PM	BIDDER:
<p>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF A PROPERLY EXECUTED INVOICE THAT IS APPROVED BY LSUHSC OR DELIVERY, WHICHEVER IS LATER.</p> <p>5. DESIRED DELIVERY: 10 DAYS AFTER RECEIPT OF ORDER, UNLESS SPECIFIED ELSEWHERE.</p> <p>6. TO ASSURE CONSIDERATION OF YOUR BID, SEE HEADER FOR RETURN INSTRUCTIONS. ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE AND CLEARLY ENDORSED WITH THE BID OPENING DATE, BID OPENING TIME, BID NUMBER, AND BID TITLE. ALL REQUEST FOR QUOTATIONS AND ADDENDA SHOULD BE SUBMITTED VIA FAX, EMAIL OR PLACED IN AN ENVELOPE AND DELIVERED.</p> <p>7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.</p> <p>PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:</p> <p>IN ACCORDANCE WITH EXECUTIVE ORDER NUMBER JBE 2018-15, EFFECTIVE MAY 22, 2018, FOR ANY CONTRACT FOR \$100,000 OR MORE AND FOR ANY CONTRACTOR WITH FIVE OR MORE EMPLOYEES, CONTRACTOR, OR ANY SUBCONTRACTOR, SHALL CERTIFY IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL, AND SHALL, FOR THE DURATION OF THIS CONTRACT, REFRAIN FROM A BOYCOTT OF ISRAEL. THE STATE RESERVES THE RIGHT TO TERMINATE THIS CONTRACT IF THE CONTRACTOR, OR ANY SUBCONTRACTOR, ENGAGES IN A BOYCOTT OF ISRAEL DURING THE TERM OF THE CONTRACT.</p> <p>8. IMPORTANT:</p> <p>BY SIGNING THIS BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.</p> <p>9. SIGNATURE AUTHORITY:</p> <p>SUBMIT EVIDENCE WITH THE BID OR UPON REQUEST</p> <p>R.S. 39:1594 (C) (4) EVIDENCE OF AGENCY, CORPORATE, OR PARTNERSHIP AUTHORITY SHALL BE REQUIRED FOR SUBMISSION OF A BID TO PURCHASING AGENCIES OF THE STATE OF LOUISIANA.</p> <p>THE AUTHORITY OF THE SIGNATURE OF THE PERSON SUBMITTING THE BID SHALL BE DEEMED SUFFICIENT AND ACCEPTABLE IF ANY OF THE FOLLOWING CONDITIONS ARE MET:</p> <p>(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 OR PARTNERSHIP IN COMMENDAM LISTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE.</p> <p>(B) THE SIGNATURE ON THE BID IS THAT OF AN AUTHORIZED REPRESENTATIVE OF THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY AND THE BIDDER SUBMITS OR PROVIDES UPON REQUEST A CORPORATE RESOLUTION, CERTIFICATION AS TO THE CORPORATE PRINCIPAL, OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY, INCLUDING REGISTRATION ON AN ELECTRONIC INTERNET DATABASE MAINTAINED BY THE PUBLIC ENTITY.</p> <p>(C) THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY HAS FILED IN THE APPROPRIATE RECORDS OF THE SECRETARY OF STATE IN WHICH THE PUBLIC ENTITY IS LOCATED, AN AFFIDAVIT, RESOLUTION, OR OTHER ACKNOWLEDGED OR</p>	

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BIDDER:

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 RESPECTIVE OFFICES.

IT IS ACCEPTABLE FOR THE SIGNATURE ON THE BID TO BE LISTED AS A VENDOR CONTACT ON LAPAC (LOUISIANA PROCUREMENT AND CONTRACT NETWORK)

10. INQUIRIES:

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.

11. BID FORMS:

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED PER THE SOLICITATION DOCUMENT.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OR QUALITY:

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. LSUHSC RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED ITEMS FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF THE ITEM FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE ITEM IS IN COMPLIANCE, COST OF ALL TESTS WILL BE PAID BY LSUHSC.

13. DESCRIPTIVE INFORMATION:

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. BID OPENING:

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. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL

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WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

15. AWARDS:

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED, OR ON AN ALL OR NONE BASIS , AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

16. PRICES:

UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

17. TAXES:

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

18. NEW PRODUCTS:

UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

19. CONTRACT RENEWALS:

UPON AGREEMENT OF LSUHSC AND THE CONTRACTOR , A TERM CONTRACT MAY BE EXTENDED FOR 4 (FOUR) ADDITIONAL 12 MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS. RS 39:1615

20. CONTRACT CANCELLATION:

TERMINATION FOR NONCOMPLIANCE:

LSUHSC HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT;
- (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION;
- (3) MISREPRESENTATION BY THE CONTRACTOR;
- (4) FRAUD, COLLUSION , CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE;
- (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW;
- (6) ANY OTHER BREACH OF CONTRACT.

FURTHER, LSUHSC MAY TERMINATE THIS CONTRACT FOR CAUSE BASED UPON THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE CONTRACT; PROVIDED THAT LSUHSC SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE EITHER CORRECTED SUCH FAILURE OR, IN THE CASE WHICH CANNOT BE CORRECTED IN THIRTY (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SAID FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN LSUHSC MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE CONTRACT SHALL TERMINATE ON THE DATE

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SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF LSUHSC TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT; PROVIDED THAT THE CONTRACTOR SHALL GIVE LSUHSC WRITTEN NOTICE SPECIFYING LSUHSC'S FAILURE AND A REASONABLE OPPORTUNITY FOR LSUHSC TO CURE THE DEFECT

TERMINATION FOR CONVENIENCE:

LSUHSC MAY, AT ANY TIME, TERMINATE THE CONTRACT FOR THEIR CONVENIENCE AND WITHOUT CAUSE. UPON RECEIPT OF WRITTEN NOTICE FROM LSUHSC OF SUCH TERMINATION FOR THEIR CONVENIENCE, THE CONTRACTOR SHALL: CEASE OPERATIONS AS DIRECTED BY LSUHSC IN THE NOTICE; TAKE ACTIONS NECESSARY, OR THAT LSUHSC MAY DIRECT, FOR THE PROTECTION AND PRESERVATION OF THE WORK; AND EXCEPT FOR WORK DIRECTED TO BE PERFORMED PRIOR TO THE EFFECTIVE DATE OF TERMINATION STATED IN THE NOTICE, TERMINATE ALL EXISTING SUBCONTRACTS AND PURCHASE ORDERS AND ENTER INTO NO FURTHER SUBCONTRACTS AND PURCHASE ORDERS. IN CASE OF SUCH TERMINATION FOR LSUHSC'S CONVENIENCE, THE CONTRACTOR SHALL BE ENTITLED TO RECEIVE PAYMENT FOR WORK EXECUTED. LSUHSC SHALL NOT BE RESPONSIBLE OR OTHERWISE LIABLE FOR ANY DEMOBILIZATION COSTS OR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH TERMINATION.

TERMINATION FOR NON-APPROPRIATION OF FUNDS:

THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS TO FULFILL THE REQUIREMENTS OF THE CONTRACT.

21. DEFAULT OF CONTRACT:

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

22. ORDER OF PRIORITY:

IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

23. APPLICABLE LAW:

ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

24. COMPLIANCE WITH CIVIL RIGHTS LAWS:

BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

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BIDDER:

25. SPECIAL ACCOMMODATIONS:

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 NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

26. INDEMNITY:

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. IN ACCORDANCE WITH THE PROVISIONS OF (RS 39:2192):

IN AWARDING CONTRACTS, 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 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

28. CERTIFICATION OF NO SUSPENSION OR DEBARMENT:

BY SIGNING AND SUBMITTING THIS BID, THE BIDDER CERTIFIES THAT THEIR BUSINESS ENTITY, ANY SUBCONTRACTORS OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS."

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT [HTTPS://SAM.GOV](https://SAM.GOV)

IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, THIS ENTITY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

29. FEDERAL CLAUSES (IF APPLICABLE):

ANTI-KICKBACK CLAUSE. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUB GUARANTEE SHALL BE PROHIBITED FROM INDUCING BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

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<p>CLEAN AIR ACT: THE 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 WATER ACT, WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ENERGY POLICY AND CONSERVATION ACT: THE CONTRACTOR HEREBY RECOGNIZES THE 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 (P.L. 94-163)</p> <p>CLEAN WATER ACT: THE CONTRACTOR HERBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ANTI-LOBBYING AND DEBARMENT ACT: THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.</p> <p>30. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION</p> <p>31. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (RS 12:163) AND LIMITED LIABILITY COMPANIES (RS 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A CONTRACT WITH THE STATE.</p> <p>32. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.</p> <p>33. 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 ITS BID ARE NULLIFIED AND AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THIS SOLICITATION.</p> <p>34. VENDORS FORMS: THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ALLOWED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p>	

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35. PUBLICIZING AWARDS:

IN ACCORDANCE WITH L.A.C 34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

36. PREFERENCE:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE?

YES _____

SPECIFY THE LINE NUMBER (S) _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

37. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.

38. CONFIDENTIALITY: CONTRACTOR SHALL PROTECT FROM UNAUTHORIZED USE AND DISCLOSURE ALL INFORMATION RELATING TO THE STATE'S OPERATIONS AND DATA (E.G. FINANCIAL, STATISTICAL, PERSONAL, TECHNICAL, ETC.) THAT BECOMES AVAILABLE TO THE CONTRACTOR IN CARRYING OUT THIS CONTRACT. CONTRACTOR SHALL USE PROTECTING MEASURES THAT ARE THE SAME OR MORE EFFECTIVE THAN THOSE USED BY THE STATE. CONTRACTOR IS NOT REQUIRED TO PROTECT INFORMATION OR DATA THAT IS PUBLICLY AVAILABLE OUTSIDE THE SCOPE OF THIS CONTRACT; ALREADY RIGHTFULLY IN THE CONTRACTOR'S POSSESSION; INDEPENDENTLY DEVELOPED BY THE CONTRACTOR OUTSIDE THE SCOPE OF THIS CONTRACT; OR RIGHTFULLY OBTAINED FROM THIRD PARTIES.

39. CYBERSECURITY TRAINING: IN ACCORDANCE WITH LA. R.S. 42:1267(B)(3) AND THE STATE OF LOUISIANA'S INFORMATION SECURITY POLICY, IF THE CONTRACTOR, ANY OF ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS WILL HAVE ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS, THE CONTRACTOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS WITH SUCH ACCESS MUST COMPLETE CYBERSECURITY TRAINING ANNUALLY, AND THE CONTRACTOR MUST PRESENT EVIDENCE OF SUCH COMPLIANCE ANNUALLY AND UPON REQUEST. THE CONTRACTOR MAY USE THE CYBERSECURITY TRAINING COURSE OFFERED BY THE LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE WITHOUT ADDITIONAL COST OR MAY USE ANY ALTERNATE COURSE APPROVED IN WRITING BY THE OFFICE OF TECHNOLOGY SERVICES.

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 9 of 10
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NUMBER : 002789 OPEN DATE : 05/14/2024 TIME: 02:00 PM	BIDDER:
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FOR PURPOSES OF THIS SECTION, "ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS" MEANS THE POSSESSION OF CREDENTIALS, EQUIPMENT, OR AUTHORIZATION TO ACCESS THE INTERNAL WORKINGS OF STATE INFORMATION TECHNOLOGY SYSTEMS OR NETWORKS. EXAMPLES WOULD INCLUDE BUT NOT BE LIMITED TO STATE-ISSUED LAPTOPS, VPN CREDENTIALS TO ACCESS THE STATE NETWORK, BADGING TO ACCESS THE STATE'S TELECOMMUNICATIONS CLOSETS OR SYSTEMS, OR PERMISSIONS TO MAINTAIN OR MODIFY IT SYSTEMS USED BY THE STATE. FINAL DETERMINATION OF SCOPE INCLUSIONS OR EXCLUSIONS RELATIVE TO ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS WILL BE MADE BY THE OFFICE OF TECHNOLOGY SERVICES.

LSU Health Sciences Center – New Orleans

Fire Sprinkler Testing & Inspecting

Invitation to Bid # 002789

Mandatory Pre-Bid Meeting Tuesday, April 30th, 2024 @ 10:00AM

Deadline for bid submission will be, Tuesday, May 14th, 2024 @ 2:00PM (central)

SECTION 1 – BIDDING AND CONTRACT DOCUMENTS

1.1 Definitions:

Bidder – a legal entity that submits an offer to sell to the Owner on a specified body of work. Generally where the term “Bidder” is used in the specifications, the indication is that the requirement or responsibility is associated with the bid submittal or other pre-award activities.

Service provider – vendor that performs the services as specified herein. The term “Service provider” can also be used in the specification as an inclusive term that references the Service provider and all persons, Subservice providers, or other parties of interest acting on behalf of the Service provider in the performance of the contract as described in the specifications.

1.2 Interpretation of Documents and Prior Approvals:

If there is any doubt of the meaning of any part of the specifications they must submit to Patrick Defourneaux via e-mail at pdefou@lsuhsc.edu a written request for an interpretation or prior approval not later than 12pm (central) on May 6, 2024. A response will be made by addendum issued to each bidder receiving a set of the specifications. LSUHSC will not be responsible for any other explanations or interpretation of the specifications or proposed documents.

1.3 Pre-Bid Conference:

A **mandatory Pre-Bid Conference** will be held on **Tuesday, April 30, 2024, beginning at 10:00 AM at the Allied Health/School of Nursing Building, 1st floor, room 147 (Seminar Room 2), 1900 Gravier Street, New Orleans, LA 70112.** The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements and intent of the contract and to receive comments and information from interested Bidders. No questions will be accepted at the pre-bid meeting. All questions must be submitted in writing and will be answered via addendum.

Attendance at the Pre-Bid Conference is required in order to submit a bid and failure to attend will be grounds for rejection of the bid. Anyone arriving 15 minutes after the start of the meeting will be disqualified from the bid. A representative of LSUHSC will have a sign-in sheet to verify the site visit. All bidders must visit the site to determine the scope of the job.

No allowances for previously existing site conditions will be made after the bid. It is the responsibility of the bidder to thoroughly inspect the site to determine any and all factors, which will affect the bid.

Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum.

1.4 Bidder's Representation:

Each Bidder by his bid represents the following:

- Bidder has read and understands the Bidding Documents and his or her bid is made in accordance therewith.
- Bidder's bid is based solely upon the materials, systems and services described in the Bidding Documents as advertised and as modified by addenda.
- Bid is not based on any verbal instructions contrary to the Contract Documents and addenda

1.5 Bidding Procedure & Bid Submission:

Bidders must properly complete and sign Bid, including all required attestations and addenda. Any exceptions to the attached terms and conditions or the indemnification agreement shall be presented at the time of the bid submission. Note that any exceptions may result in a disqualified bid if the aforementioned exceptions are in conflict with state guidelines governing LSUHSC. Bids must be signed by a representative of your company authorized to enter into contracts on behalf of your organization in accordance with Louisiana R.S. 39:1594.

These documents must be included with the bid:

1. Signed Invitation to Bid Document
2. Completed Bidders Price Sheet
3. (3) Current Client References per Section 3.4.B
4. Certificate of Liability Insurance
5. Signed Attachment A: CERTIFICATION STATEMENT
6. Signed Attachment B: INDEMNIFICATION AGREEMENT
7. Signed Attachment C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
8. Signed Attachment D: AFFIRMATIVE ACTION COMPLIANCE
9. Addenda requiring a signature (if any are issued)

All bids are due by 2:00 PM central, Tuesday, May 14, 2024

at 433 Bolivar Street, Room 623 (Purchasing Department), New Orleans, LA 70112.

Late bids will not be accepted and will be returned unopened.

It is the bidder's responsibility to make sure bids are delivered before the bid opening.

Fax or e-mail bids will not be accepted.

Delays by mail, traffic, or any other reason will be at the bidders own risk.

Submitted sealed bids must be time stamped in our office before 2:00pm on the day listed above.

The bid package must be delivered at the Bidder's expense to:

Patrick Defourneaux
Procurement Analyst, LSU Health Sciences Center
433 Bolivar St.
6th Floor, Purchasing Dept - Room 623
New Orleans, LA 70112
Office phone: 504-568-2947
Email: pdefou@lsuhsc.edu

BIDS SHALL BE DELIVERED IN A SEALED ENVELOPE WITH THE BID NUMBER CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE.

In accordance with R.S. 39:1581, Chapter 5, Section 521C of the Louisiana State Purchasing Rules and Regulations, when an error is made in extending total prices, the unit bid price will govern.

Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

1.6 Calendar of Events:

<u>Event</u>	<u>Date</u>
Mandatory Pre-Bid Meeting (10:00 AM central)	April 30, 2024
Written Inquiry Deadline (12:00PM central)	May 6, 2024
Bid Submission Deadline (2:00 PM central)	May 14, 2024

NOTE: LSUHSC reserves the right to amend and/or change this schedule of ITB activities, as it deems necessary.

1.7 Minimum Insurance Requirements:

Selected bidder(s) shall maintain the following minimum insurance coverage throughout the duration of the contract:

- Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
- Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

A Certificate of Liability Insurance must be provided with bid. For further insurance requirements and provisions, see Attachment E – Insurance Requirements.

1.8 Compliance with Applicable Laws and Regulations:

Service provider shall perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. Service provider warrants the performance of services under this contract shall be fully compliant with the current requirements of the Occupational Safety and Health Act (OSHA) to include as it may be amended throughout the term of this contract. Service provider shall take precautions to insure work is performed in compliance with occupational safety standards. Service provider shall obtain all permits and licenses and pay all taxes, charges and fees necessary to perform the services under this contract.

1.9 Resolving Contract Disputes:

State statute requires that disputes arising under this contract not be resolved in a forum outside of Louisiana. Requiring contract disputes to be resolved in a forum outside of this state or requiring their interpretation to be governed by the laws of another jurisdiction, are inequitable and against the public policy of this state.

1.10 Late Payment Policy: State statute RS 39:1695 requires that if a state agency fails to make any payment within 90 days of the due date, that agency shall pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2824 (B) (3) per year, from the 91st day after the due date.

LSUHSC - FIRE SPRINKLER SYSTEM TESTING & INSPECTION 2024 SERVICE CONTRACT BID PRICE SHEET

	REPAIRS - MANPOWER COST TIME FRAME	RESPONSE LEVEL	LABOR RATE PER HOUR
1	Normal Business Hours	Emergency	
2	Normal Business Hours	Urgent	
3	Normal Business Hours	Scheduled In Advance	
4	Regular Overtime - Non-Business Hours	Emergency	
5	Regular Overtime - Non-Business Hours	Urgent	
6	Regular Overtime - Non-Business Hours	Scheduled In Advance	
7	Special Overtime - Weekends & Holidays	Emergency	
8	Special Overtime - Weekends & Holidays	Urgent	
9	Special Overtime - Weekends & Holidays	Scheduled In Advance	
LABOR RATES TOTAL:			

	SERVICE LOCATION (as listed in Section 3.2)	ANNUAL SERVICE: COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	
8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
18	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	
ANNUAL SERVICE TOTAL:		

	SERVICE LOCATION (as listed in Section 3.2)	5 Year Dry Pipe / Pre-Action System Internal Visual Inspection of Pipe, Strainers, Filters & Orifices: COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	
8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
48	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	
SERVICE TOTAL:		

	SERVICE LOCATION (as listed in Section 3.2)	5 Year Wet Pipe Internal Visual Inspection of Pipe, Strainers, Filters & Orifices: COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	

8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
18	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	
SERVICE TOTAL:		

	SERVICE LOCATION (as listed in Section 3.2)	5 Year Standpipe Internal Visual Inspection COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	
8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
18	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	

	SERVICE LOCATION (as listed in Section 3.2)	5 Year Pressure Relief Valve Visual Inspection COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	
8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
18	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	
SERVICE TOTAL:		

	SERVICE LOCATION (as listed in Section 3.2)	3 Year Dry Pipe / Pre-Action System Full Flow & Trip Test: COST PER BUILDING
1	Allied Health / Nursing Building (AHN)	
2	Center for Advanced Learning & Simulation (CALs) / CALs Central Plant (CALs CP)	
3	Clinical Education Building (CEB)	
4	Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)	
5	Gravier Street Parking Garage (GSG)	
6	Human Development Center (HDC)	
7	Lions / LSU Clinics Building (LEC)	
8	Medical Education Building (MEB)	
9	Residence Hall (RH)	
10	Resource Center (RCB)	
11	Roman Street Parking Garage (RSG)	
12	School of Dentistry – Administration Building (SODA)	
13	School of Dentistry – Advanced Clinical Care & Clinical Research Building (SODACCCR)	
14	School of Dentistry – Clinic Building (SODC)	
15	School of Dentistry – Power Plant (SODPP)	
16	School of Dentistry – Warehouse	
17	Seton Building (SETON)	
18	Sister Stanislaus Memorial Hall (SSMH)	\$0.00
19	Walk-To-Wellness (WTW)	
SERVICE TOTAL:		

	5 Yr Dry Pipe/Pre-Action System Harsh Environment/10 Year Dry Sprinkler Head Representative Sample Testing	TEST COST PER SPRINKLER HEAD
1	Sample Testing of Sprinkler Head	
SERVICE TOTAL:		

	5 Yr Dry Pipe/Pre-Action System Harsh Environment/10 Year Dry Sprinkler Head Replacement	REPLACEMENT COST PER SPRINKLER HEAD
1	Replacement of Sprinkler Head with New	
SERVICE TOTAL:		

	Sprinkler Head Replacement - Non-Testing, As Needed	REPLACEMENT COST PER SPRINKLER HEAD
1	Replacement of Sprinkler Head with New	
SERVICE TOTAL:		

BID TOTAL:	
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ATTACHMENT A: CERTIFICATION STATEMENT

OFFICIAL CONTACT. The State requires that the Provider designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: (____) _____

C. US Mail Address: _____

D. Telephone Number: _____

Provider certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Provider certifies that:

- (1) The information contained in its response to this RFQ is accurate;
- (2) Provider warrants that, to the best of his/her/its knowledge and belief, there are no relevant facts which could give rise to organizational conflicts of interest or that the Provider has disclosed all potential or actual organizational conflicts of interest. The Provider agrees that if it becomes the Selected Provider and an organizational conflict of interest with respect to this contract is then discovered, an immediate and full disclosure in writing shall be made to the LSUHSC-NO which shall include a description of the action which the Provider has taken or will take to avoid or mitigate such conflicts. In the event that the successful Provider knowingly failed to disclose a conflict, LSUHSC-NO may immediately terminate the contract for default. Provider certifies that its personnel, who perform work under this contract, have been informed of their obligations to report personal and organizational conflicts of interest to the Provider. The term of this prohibition shall endure for the entire period of this contract and for two (2) years thereafter.
- (3) Provider complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the deliverables specified therein;
- (4) Provider accepts the procedures, contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- (5) Provider's quote is valid for at least thirty (30) days from the date of Provider's signature below;
- (6) Proposer certifies and agrees that the following information is correct: In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. Proposer also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

_____/_____
SIGNATURE of Provider's Authorized Representative DATE

ATTACHMENT B - INDEMNIFICATION AGREEMENT

The Selected Provider/Subsupplier agrees to protect, defend, indemnify, save, and hold harmless LSUHSC-NO, State of Louisiana, all State Departments, Boards, and Commissions, 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 Selected Provider/Subsupplier, its agents, servants, and employees or any and all costs, expense, and/or attorney fees incurred by Selected Provider/Subsupplier, as a result of any claims, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of LSUHSC-NO, State of Louisiana, all State Departments, Boards, Commissions, its agents, representatives, and/or employees. Selected Provider/ Subsupplier agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if any such claim, demand, or suit is groundless, false, or fraudulent.

LSUHSC-NO shall not be responsible or held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Selected Provider or any of the Selected Provider's agents, servants, or employees, even if such equipment is furnished by LSUHSC-NO to the Selected Provider. The acceptance or use of any such equipment by the Selected Provider shall be construed to mean that the Selected Provider accepts full responsibility for, and agrees to indemnify and to defend LSUHSC-NO against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage or injury is to an employee, agent, or servant, or the property of the Selected Provider, other suppliers or subsuppliers, LSUHSC-NO, or other persons.

Accepted by: Company _____
Name _____
Signature _____
Title _____
Date _____

Is Certificate of Insurance Attached? _____ Yes _____ No

ATTACHMENT C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

As required by U.S. Labor Department, Office of Federal Contract Compliance, Section 60-1.4.

During the performance of this contract, the successful bidder (service provider or vendor) agrees as follows:

- (1) The Service provider will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Service provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Service provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting offer setting forth the provision of this non-discrimination clause.
- (2) The Service provider will, in all solicitations or advertisements for employees placed by or on behalf of the Service provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Service provider will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Service provider's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Service provider will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Service provider will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access of his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Service provider's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Service provider may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Service provider will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subservice provider or vendor. The Service provider will take such action with respect to any subcontract or purchase order as the contracting agency may use direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Service provider becomes involved in, or is threatened with, litigation with the subservice provider or vendor as a result of such direction by the contracting agency, the Service provider may request the United States to enter into such litigation to protect the interests of the United States.

Assurance

The bidder (offeror or applicant) assures Board of Supervisors of Louisiana State University and Agricultural and Mechanical College that he does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder (offeror or applicant) understands that the phrase "segregated facilities" includes facilities which are in fact segregated on a basis of race, color, creed, or national origin, because of habit, local custom, or otherwise. The bidder (offeror or applicant) understands and agrees that maintaining or providing segregated facilities for his employees or permitting his employees to perform their services at any locations, under his control, where segregated facilities are maintained is a violation of the equal opportunity clause required by Executive Order 11246 of September 24, 1965.

The bidder (offeror or applicant) further understands and agrees that a breach of the assurance herein contained subjects him to the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of equal opportunity clause enumerated in contract between Board of Supervisors of Louisiana State University and Agricultural and Mechanical College and bidder (offeror or applicant).

Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. Section 1001.

Vendor Signature _____ (must be signed by an authorized Executive Official)

Name & Title : _____

Date: _____

ATTACHMENT D: AFFIRMATIVE ACTION COMPLIANCE

(a) REQUIREMENTS OF PROGRAMS. In accordance with Section 60-1.4 of Chapter 60 of Title 41 of the Code of Federal Regulations, as amended, the Seller shall develop and shall require each of its lower-tier subservice providers hereunder who has 50 or more employees and a subcontract of \$50,000 or more to develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities of utilization of minority group personnel. The Seller's and each of its nonexempt lower-tier subservice provider's programs shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and timetables for the prompt achievement of full and equal employment opportunity. The Seller and each of its nonexempt lower-tier subservice providers shall include in his affirmative action compliance program a table of job classifications. This table should include but not be limited to job titles, principal duties (and auxiliary duties if any), rates of pay, and where more than one rate of pay applies (because of length of time in job or other factors), the applicable rates. The affirmative action compliance program shall be signed by an executive official of the Seller or lower-tier subservice provider as the case may be.

(b) UTILIZATION EVALUATION. The evaluation of utilization of minority group personnel shall include the following:

- (1) An analysis of minority group representation in all job categories.
- (2) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
- (3) An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.

(c) MAINTENANCE OF PROGRAMS. Within 120 days from the commencement of the applicable purchase order of the lower-tier subcontract hereunder, the Seller and each nonexempt lower-tier subcontract hereunder shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representative of the agency or director upon request and the Seller's and each nonexempt lower-tier subservice provider's affirmative action program and the results it produces shall be evaluated as part of compliance review activities.

Vendor Signature _____ (must be signed by an authorized Executive Official)

Name & Title : _____

Date: _____

ATTACHMENT E – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR SUPPLIERS

Supplier shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Supplier, his agents, representatives, employees, or subsuppliers.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001). **“Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 “any auto” and endorsement CA 0025.
3. Workers’ Compensation Insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Supplier shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Worker’s Compensation limits as required by the Labor Code of the State of Louisiana and Statutory Employers Liability limits. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention's must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the University, its officers, officials, employees and volunteers; or the Supplier shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

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

1. General Liability and Automobile Liability Coverage
 - a. The University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as “additional insured” as respects liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier, premises owned, occupied, or used by the Supplier. The coverage shall contain no special limitations on the scope of protection afforded to the University, its officers, officials, employees or volunteers. It is understood that the business auto policy under “Who is an Insured” automatically provides liability coverage in favor of the University.
 - b. The Supplier’s Insurance coverage shall be primary insurance as respects the University, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the University, its officers, officials, employees or volunteers shall be excess of the Supplier’s insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University, its officers, officials, employees, Boards and Commissions, or volunteers.
 - d. The Supplier’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.
2. Worker’s Compensation and Employers Liability Coverage
The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Supplier for the University.
3. All Coverage's
Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to the University.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best’s rating of no less than A-:VI. This requirement will be waived for workers’ compensation coverage only for those suppliers whose workers’ compensation coverage is placed with companies who participate in the State of Louisiana Workers’ Compensation Assigned Risk Pool.

F. VERIFICATION OF COVERAGE

Supplier shall furnish the University with certificates of insurance effecting coverage required. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. The University reserves the right to require complete, certified copies of all required insurance policies, at any time.

ATTACHMENT F – Request For Supplier Diversity Certifications

Louisiana State University is committed to fostering innovation and entrepreneurship through the use of diverse suppliers and the goal of the diversity initiative is to identify, align, strengthen and connect with diverse suppliers.

If your company holds a small business and or supplier diversity certification(s) please email them to me for inclusion in our supplier database. Examples are listed below.

AbilityOne: formerly Javits-Wagner-O'Day or JWOD

Creates jobs and training opportunities for people who are blind or who have other severe disabilities. Javits-Wagner-O'Day Act of 1971, 41 U.S.C. 46-48c, the AbilityOne Program is a mandatory source of supply for Federal employees

Disadvantaged Business Enterprise: DBE

The US Department of Transportation offers the certification for small socially and economically disadvantaged businesses.

Disabled Veteran Owned Small Business: DVOSB

Emerging Business Enterprise: EBE

Lesbian, Gay, Bisexual and Transgender-Owned Business: LGBTBE

Minority-Owned Business Enterprise: MBE

Certified by LA Minority Supplier Development Council; National Minority Supplier Development Council; other certification entities

Small Business Enterprise: SBE

Small Disadvantaged business: SDB

Certified by the Federal Small Business Association

Service- Connected Disabled Veteran-Owned Entrepreneurship: SDVB

Certified by the Louisiana Economic Development office

Small & Emerging Business Development program: SEBD

Certified by the Louisiana Economic Development office

Small Entrepreneurship/ Hudson Initiative: SE

Certified by the Louisiana Economic Development office

Veteran Owned Small Business: VOSB

Veteran Initiative/Veteran Owned Small Entrepreneurship : VSE

Certified by the Louisiana Economic Development office

Woman-Owned Business Enterprise: WBE

Certified by the Women's Business Enterprise National Council, Women's Business Enterprise Council South; other certification entities

SECTION 2 – GENERAL INFORMATION

2.1 SERVICE PROVIDER EQUIPMENT, TOOLS & SUPPLIES

- A. The total bid price for the services specified herein shall include all costs to the Service Provider for furnishing all equipment (Service Provider–owned and/or rental), tools and supplies necessary to carry out the water-based Fire Suppression Testing and Inspection services as described in these specifications.
- B. All equipment, tools and supplies used must be capable of performing all operations in accordance with specifications.
 - 1. All tools and equipment belonging to the Service Provider will not be left unattended in a public area for any time for any reason.
 - a. All tools and equipment will be removed from the work area when not occupied.
 - b. The tools and equipment may be neatly stored in a secure location only if such a location is identified by the designated LSUHSC-NO representative.
- C. All tools, equipment and vehicles used on and around LSUHSC-NO property shall be of a suitable type and construction, safe in use, properly maintained and shall conform to all applicable federal, state and local regulations governing the operation of such tools, equipment and vehicles.
 - 1. The Service Provider shall ensure all manufacturer equipped guards, shields, deflectors, safety switches, seat belts, harnesses and other safety features are in place and functional at all times equipment is in use.
 - 2. The Service Provider will further ensure that all water-based Fire Suppression replacement parts and all water-based Fire Suppression related replacement parts meet all original manufacturer's specifications.
 - 3. LSUHSC-NO reserves the right to inspect any and all tools, equipment and vehicles to verify compliance with regulations and the specifications defined within this document.
 - 4. The Service Provider will be instructed to remove from the LSUHSC-NO property any tools, equipment or vehicles found to be insufficient to safely perform this work.

2.2 MATERIAL SAFETY DATA SHEETS

- A. Prior to starting, the Service Provider must provide Safety Data Sheets (SDS) for all potentially hazardous products to be provided by the Service Provider and used on site.

2.3 SAFETY

- A. All work will be conducted in accordance with all current OSHA and other applicable federal, state and local regulations.
- B. The Service Provider will also comply with the LSUHSC-NO Service Provider Safety Guidebook and the policies it references.
 - 1. The guidebook can be found at <http://www.is.lsuhs.edu/safety/pdf/csg.pdf>.
 - 2. The Service Provider will be required to sign a form acknowledging receipt of, and compliance with, the guidebook.
- C. No part of this work shall be performed at any location in any manner which may endanger the health, safety or welfare of the public, faculty, staff, students or Service Provider employees now or in the future.
 - 1. Work shall be done in such a manner so as to create a safe working and walking environment for occupants in or adjacent to the work area.
 - 2. Work shall be done in a manner as to be of little disruption to campus occupants.
 - 3. Work shall be done in a manner that does not compromise the security of the work area or the occupants.
 - 4. Means, methods, techniques, sequencing, etc. are the sole responsibility of the Service Provider.
- D. When working above any area where people might cross below workers:
 - 1. Service Provider must neatly and professionally cordon off area(s) using commercially-produced barricade equipment (e.g. no buckets, wood sawhorses, wood stakes) and post professionally-fabricated signs (e.g. no hand written/stenciled or spray painted signs) for indicating the area(s) is/are closed to pedestrian traffic.
 - 2. Signs must be of sufficient size with specific wording to clearly indicate that work is occurring above.
 - 3. Should barricading alone prove ineffectual in keeping pedestrians from entering these closed areas, Service Provider must post an employee to direct pedestrians around the work area.
- E. Service Provider personnel will possess and use any and all relevant personal protective equipment (PPE) while engaging in work on the LSUHSC-NO property.
 - 1. Such equipment may include eye and hearing protection, and may include specialized clothing and footwear if conditions warrant.
 - 2. Should the Service Provider furnish reflective safety vests, all vests worn by Service Provider personnel will be uniform in appearance.

3. Should work be performed above floor or ground level, appropriate fall protection equipment may also be required.
- F. Failure to adhere to any or all safety requirements could result in the assessment of monetary penalties (see Section 2.15) or possibly the cancellation of the entire service contract.

2.4 LAWS, CODES, ORDINANCES, LICENSES AND CERTIFICATIONS

- A. Any requirement of this specification which conflicts with or is in violation of any government rule, ordinance, regulation, etc. shall be void.
1. The Service Provider shall notify the designated LSUHSC-NO representative immediately of any such requirement found in this specification.
- B. Service Provider personnel shall, throughout the course of all work, comply with all rules, ordinances, regulations, etc. set forth by agencies having jurisdiction, which apply to the work site, the Service Provider and/or the Service Provider's employees.
- C. All Service Provider employees requiring a license or certification by the State of Louisiana, Orleans Parish and/or the City of New Orleans to perform any duties specified herein must provide documented proof to show such license or certification is current at the outset of this service contract and each year thereafter at the annual renewal of the service contract.

2.5 DAMAGE

- A. The Service Provider will be responsible for all repair/replacement costs associated with any damage to LSUHSC-NO buildings, building contents, exterior infrastructure, equipment, vehicles or landscaping incurred due to negligent actions by Service Provider personnel.
- B. The Service Provider will immediately notify the designated LSUHSC-NO representative when damage of any kind occurs.
- C. Claims of damage to private property or vehicles adjoining LSUHSC-NO property or private vehicles located on LSUHSC-NO property will be resolved directly by the Service Provider and the owner of the private property or vehicle.
1. LSUHSC-NO will not act in any way as an intermediary between the two parties.

2.6 PERSONNEL

- A. The bid prices submitted for the services specified herein shall include all costs to the Service Provider for furnishing personnel to perform the water-based Fire Suppression Testing and Inspection services on the LSUHSC-NO campuses.

- B. The Service Provider shall have in their employ, or under their control, sufficient qualified and competent personnel to perform all tasks promptly and in accordance with service contract specifications.
- C. The Service Provider shall utilize, on this service contract, only workers that are skilled in the tasks to which they are assigned.
 - 1. The Service Provider warrants to LSUHSC-NO that the workers used on the job are regularly employed by the service provider company or the Sub-Service Provider's company or companies.
- D. LSUHSC-NO reserves the right to examine the Service Provider's past payroll records and those of any Sub-Service Provider to determine whether the employees being used on the service contract are regularly employed.
- E. LSUHSC-NO reserves the right to question the use of an employee whom LSUHSC-NO feels is unskilled or untrained on a task that requires a skill.
- F. LSUHSC-NO retains the right to require the Service Provider to remove a Service Provider employee or employees as LSUHSC-NO may deem necessary.
 - 1. Reasons for this request may be, but are not limited to: poor work performance, incompetence, carelessness, disruptive or otherwise objectionable behavior.
 - 2. Service Provider crews will be working on tobacco-free campuses (no cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc.).
 - a. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who violates the no-tobacco rule.
 - 3. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who reports to the site manifesting evidence of being under the influence of alcohol or illegal drugs.
 - 4. A request to remove a Service Provider employee is in no way a call for dismissal – it is just a request for the individual to be reassigned away from LSUHSC-NO properties.
 - 5. If the Service Provider is requested to replace any employee, any time lost on the job shall be the responsibility of the Service Provider and shall not be an acceptable reason for requesting extensions of the completion deadline or tasks assigned under this service contract.

2.7 SUPERVISION

- A. The Service Provider shall provide all supervision on-site (if necessary) to coordinate and inspect work when multiple Service Provider employees are present (see Section 3.7).

- B. When necessary there will be a supervisor or point-of-contact (working foreman is acceptable) readily available to the designated LSUHSC-NO representative when work is being performed by multiple Service Provider employees.
 - 1. The Service Provider on-site supervisor / foreman shall check-in with the designated LSUHSC-NO representative daily (in person, by telephone or by text) prior to starting work.
 - 2. The on-site supervisor / foreman will also contact the designated LSUHSC-NO representative for inspection after completing the work or when leaving for the day.

2.8 PERFORMANCE

- A. All work will be performed during regularly-scheduled daytime working hours unless pre-arranged in writing through the designated LSUHSC-NO representative.
- B. When only one (1) Service Provider employee is scheduled to be on-site to provide service, that employee shall check-in with designated LSUHSC-NO representative (in person, by telephone or by text) upon arrival to a LSUHSC-NO property and prior to starting any work, then again after completing the work or when leaving for the day.
- C. LSUHSC-NO requires quality work performed in a competent manner.
 - 1. All Service Provider non-supervisory workers shall be required to perform all relevant tasks without direction by LSUHSC-NO personnel.
- D. LSUHSC-NO will be the sole judge concerning the merits of services(s) provided in accordance with specifications set forth in this document, or if it is determined the Service Provider is operating in violation of federal, state and local applicable laws and ordinances.
 - 1. No latitude will be given for failure to perform properly.
- E. The Service Provider will provide replacement or additional personnel at no additional cost to correct any substandard work performed by assigned Service Provider personnel in accordance with the Default guidelines (see Section 2.15).
- F. Failure to correct substandard work to the satisfaction of the designated LSUHSC-NO representative after exhausting all opportunities per the Default guidelines (see Section 2.15) will result at a minimum in monetary penalties but could also result in the cancellation of this contract.
- G. A Service Provider that is new to providing the services described in this document at the LSUHSC-NO locations will be allowed one scheduled full service cycle (all water-based Fire Suppression Systems for the listed buildings serviced one time) adjustment period to institute procedures and train personnel to provide the services in accordance with these specifications before the designated LSUHSC-NO representative will begin to critique the quality of the services provided.

2.9 IDENTIFICATION

- A. The Service Provider will provide LSUHSC-NO specific information (Appendix A) for all personnel at the start of the service contract to facilitate the issuance of LSUHSC-NO identification badges.
- B. Service Provider personnel will always be in a uniform that prominently displays the company name and/or logo at all times on the outer most garment while on LSUHSC-NO property.
 - 1. Outer wear such as cold weather apparel, rain jackets/suits, jumpsuits or the like that will cover the company name/logo on a uniform shirt must then also prominently display the company name/logo at all times.
- C. Service Provider personnel who are required to enter buildings as part of their duties must prominently display their LSUHSC-NO identification badge at all times while inside any LSUHSC-NO facility.
- D. The Service Provider will immediately retrieve and return to LSUHSC-NO identification badges for personnel that have been terminated from employment or all badges at the conclusion of the service contract.

2.10 CLEANUP

- A. Service Provider personnel will be responsible for the cleaning (wiping off/removal of coatings of oil, grease, grime, smears, handprints, fingerprints, etc.) of each piece of equipment serviced/repared and the space where the equipment is located (doors, door handles, railings, control boxes, electrical boxes, floors) to a professional level of appearance before leaving LSUHSC-NO property at the end of each service visit or work shift.
 - 1. If not properly maintained prior to the start of this service contract, the initial cleaning of equipment and equipment spaces will be **at an additional [supplemental] cost to LSUHSC-NO** based on the manhour rates provided for repairs on the Price Sheet (cost[s] must listed separately on invoice[s]).
 - 2. After initial cleaning, the cost for cleanup of equipment and equipment spaces after each subsequent service or repair will be the responsibility of the Service Provider.
 - 3. The designated LSUHSC-NO representative will have sole responsibility to decide if the equipment and spaces are adequately cleaned.

2.11 WASTE

- A. The Service Provider shall not permit the accumulation of trash and/or waste materials at the work site and is responsible for the proper disposal of all waste generated by this work.

1. Unless otherwise stated elsewhere in these specifications, all waste products of any kind shall be removed from all LSUHSC-NO work locations daily and disposed of in either a designated solid waste disposal container or an off-campus location in accordance with all applicable federal, state and local laws and regulations.
- B. LSUHSC-NO will provide access to one specific open top solid waste container (other temporary open top containers belonging to other Service Providers are not to be used for any reason) on each campus for any non-hazardous waste generated on-site by the water-based Fire Suppression Testing and Inspection processes.
- C. The use of LSUHSC-NO trash compactors, or trash containers other than the one designated container, is strictly forbidden.
 1. A \$1000 penalty will be assessed against the total cost of the job if debris generated by this service contract is found in LSUHSC-NO trash compactors or containers other than the one designated container.
 2. In addition, any violation of these conditions will result in the Service Provider being required to remove ALL future waste products of any kind from all LSUHSC-NO locations and disposed of off campus in accordance with all applicable federal, state and local laws and regulations.

2.12 USE OF PROPERTY

- A. There will be no office, shop, storage or disposal staging space provided to the Service Provider on any LSUHSC-NO property.
- B. Parking for Service Providers and Service Provider personnel is not available anywhere on the LSUHSC-NO Downtown Campus under any circumstances.
 1. Service Provider vehicles and Service Provider employee vehicles are required to park on the public street or in off-site commercial parking lots at the Service Provider's expense.
 - a. The Service Provider must abide by all parking laws and regulations when using public street parking.
 - b. Service Provider vehicles will not park on the public street in any fashion that in any way hinders normal access or operations related to LSUHSC-NO.
- C. Parking for Service Providers and Service Provider personnel is available at the School of Dentistry Campus free of charge.
- D. See Appendix B for location maps.

2.13 WORK LOCATION MANAGEMENT

- A. The Service Provider shall:
 1. Maintain safe pedestrian passage within and around work areas.

2. Provide temporary protection to prevent movement of materials or debris to areas adjacent to the work zone (where applicable).
 - a. Should the area beyond the work zone(s) become contaminated with any type of debris, coating, film, hazing, mist or dust as a consequence of this service, the Service Provider will clean and decontaminate these areas at no additional cost, to the satisfaction of the designated LSUHSC-NO representative.
3. Promptly have repaired any incidental damage to infrastructure or moveable equipment, at no additional cost to LSUHSC-NO.

2.14 PAYMENTS

- A. The Service Provider shall only submit itemized invoices with lines that directly correspond to the lines on the LSUHSC-NO Purchase Order(s).
 1. As the Purchase Order(s) may have separate lines for identical work that is located at separate locations – Downtown Campus and School of Dentistry Campus – invoices cannot contain amounts that are the combined costs for the same work at the different locations.
 2. If the Purchase Order(s) list(s) the Quantity as twelve (12) months for service that is ongoing throughout the service contract year, the Service Provider may not combine multiple month payments onto one invoice (in order to only invoice quarterly, for example).
 - a. If a Service Provider prefers to invoice less often, this must be communicated to, and agreed to by, the designated LSUHSC-NO representative between the time the bid is awarded and the Purchase Order issued.
 - b. Once the Purchase Order has been issued, payment frequency must conform to the frequency listed on the Purchase Order.
 - c. For service that is only scheduled for specific times throughout the service contract year (quarterly and/or annual service, for example), the Purchase Order will show the Quantity as equal to the number of service visits that correspond to these specific times and invoicing will occur only after each of these service visits are complete.
 - (1) If the Purchase Order includes both monthly and specific timed service visits, invoices may not combine both and spread the costs for the specific timed service visits over the entire service contract year.
 - (2) If the Service Provider prefers to spread all charges throughout the service contract year regardless of service visit frequency, this must be communicated to, and agreed to by, the designated LSUHSC-NO representative between the time the bid is awarded and the Purchase Order issued.
 3. If the work is being performed under a Task Order (additional task(s) for an additional [supplemental] cost to LSUHSC-NO, charged to a

supplemental purchase order), the invoice must reference the Task Order number and include the description of the work from the Task Order (see Appendix C).

B. Invoices are to be submitted to either:

1. Via USPS mail to:

LSUHSC New Orleans
Accounts Payable
433 Bolivar Street
New Orleans, LA 70112

OR

2. Via E-mail to: noacctacctpays@lsuhsc.edu

C. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative.

2.15 DEFAULT

- A. When the designated LSUHSC-NO representative becomes aware of an issue with either non-performance or non-compliance with the provisions as set forth in these specifications, the LSUHSC-NO representative will set a face-to-face meeting with the designated representative of the Service Provider within three (3) business days to discuss the issue, to mutually agree on a resolution to the discrepancy and to agree on a reasonable set target date for the issue to be corrected.
- B. If the same issue has not been resolved to the satisfaction of the designated LSUHSC-NO representative by this agreed upon set target date, the LSUHSC-NO representative will arrange a 2nd face-to-face meeting with the designated representative of the Service Provider within three (3) business days to again discuss the issue, to mutually agree on a resolution to the discrepancy and to agree on a reasonable 2nd set target date for the issue to be corrected.
- C. Should this 2nd discussion fail to resolve the issue by the 2nd agreed upon set target date, the designated LSUHSC-NO representative will send an electronic notification to the Service Provider that the non-performance and/or non-compliance issue must now automatically be corrected within three (3) business days from the date this notification is sent (not received).
1. Failure by the Service Provider to read the written notification in a timely manner or failure of the Service Provider's E-mail system to deliver the message will not extend the 3-day deadline.
- D. Should the two discussions between the Service Provider and the designated LSUHSC-NO representative plus the 3-day electronic notice fail to resolve the issue with non-performance or non-compliance with the provisions as set forth in these specifications, then LSUHSC-NO may seek remedy through liquidated

damages as opposed to service contract cancellation and the following monetary penalties would then apply:

1. 1st Offense – \$200 plus withholding any outstanding payments due
 2. 2nd Offense – \$500 plus withholding any outstanding payments due
 3. 3rd Offense – \$1000 plus withholding any outstanding payments due
 4. Service Contract Cancellation
- E. Whenever a specific non-performance and/or non-compliance issue has been encountered, is addressed through steps A-C above, even if a monetary penalty is not imposed, subsequent occurrences of that specific non-performance and/or non-compliance issue will not be addressed again through those same steps but instead will go automatically to the monetary penalty assessment phase.
- F. Whenever a specific non-performance and/or non-compliance issue is encountered on three separate occasions that requires the designated LSUHSC-NO representative to address the specific issue with the Service Provider to resolve that issue, LSUHSC-NO will proceed to contract cancellation.
- G. The LSUHSC-NO designated representative will evaluate non-performance and/or non-compliance issues on a case-by-case basis and waive the levying of any damages in those instances where the failure to meet standards is determined to be beyond the Service Provider's control, such as situations that are weather or vandalism related.

SECTION 3 – GENERAL CONDITIONS

3.1 SUMMARY

- A. The LSU Health Sciences Center – New Orleans (LSUHSC-NO) is seeking a water-based Fire Suppression Testing and Inspection services provider to deliver specified preventive maintenance services as required by the Louisiana Revised Statutes Title 40:1546 to 1546.3 per a set schedule (see Section 5 – Scope of Work) and repairs on an as-needed basis.
1. The Service Provider shall furnish all labor, materials and equipment necessary to deliver these services.
- B. Except where noted, in addition to all labor, tools, equipment and specified materials, the Service Provider shall also provide any and all permits, insurance, transportation and/or other items required to legally provide the services outlined in these specifications.
- C. The service contract period for this agreement will be twelve (12) months.
1. Upon mutual agreement by both parties, the service contract can be renewed for four (4) additional twelve (12) month periods, with the total term of the service contract not to exceed sixty (60) months.

3.2 EXISTING CONDITIONS, EXAMINATION OF SITE

- A. By the act of submitting a bid on this work, the Service Provider shall be considered to have examined all buildings and these specifications and to be *thoroughly familiarized* with the scope of the required work and the existing conditions of all water-based Fire Suppression Systems to be serviced.
- B. The work is to be performed on the LSUHSC-NO properties as defined on the maps provided (see Appendix B).
- C. *Should* any drawings be provided by LSUHSC-NO indicating the location and *dimensions of spaces*, they are intended only as a guide to the Service Provider – the Service Provider is still responsible for inspecting and field verifying all dimensions.
- D. When a discrepancy or ambiguity arises between the written specifications and any drawings, the written specifications shall govern.
- E. Prior to the start of any work under this service contract, the Service Provider and the designated LSUHSC-NO representative shall together make a thorough examination of the current conditions at all locations listed in these specifications.

3.3 LOCATIONS

- A. The terms and obligations of this contract shall be applicable to fire suppression system testing and inspection services for the LSUHSC-NO campuses within the City of New Orleans. This encompasses the Downtown Campus (multiple buildings and locations – academic and administration buildings, residence halls and food service operations) and the School of Dentistry located at 1100 Florida Avenue.
- B. Buildings:
 - 1. Allied Health / Nursing Building (AHN)
Address: 1900 Gravier Street
Stories: 11
System: 1500 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System
 - 2. Center for Advanced Learning & Simulation (CALS) / CALS Central Plant (CALS CP)
Address: 2021 Perdido Street / 2021 Gravier Street
Stories: 10
System: 1250 G.P.M. Fire Pump (CALS CP); Wet Fire Sprinkler System (CALS & CALS CP); Penthouse Pre-Action System (CALS 9th Floor)
 - 3. Clinical Education Building (CEB)
Address: 1542 Tulane Avenue
Stories: 10
System: 1000 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Penthouse Dry Pipe System (8th Floor); Loading Dock Dry Pipe system; Parking Garage Dry Pipe System

4. Dr. Mervin L. Trail Clinical Sciences Research Building (CSRB)
Address: 533 Bolivar Street
Stories: 8
System: 1000 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Loading Dock Antifreeze System
5. Gravier Street Parking Garage (GSG)
Address: 1661 Gravier Street
Stories: 7
System: No Fire Pump; Wet Pipe Fire Sprinkler System (Enwave 1st & 2nd Floor); Wet Standpipes (Parking Garage Stairwells)
6. Human Development Center (HDC)
Address: 411 S. Prieur Street
Stories: 4
System: 750 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System
7. Lions / LSU Clinics Building (LEC)
Address: 2020 Gravier Street
Stories: 10
System: 1250 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Penthouse Pre-Action Systems (Elevator Machine Rooms)
8. Medical Education Building (MEB)
Address: 1901 Perdido Street
Stories: 8
System: 1500 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System
9. Residence Hall (RH)
Address: 1900 Perdido Street
Stories: 12
System: 1000 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; 1st Floor Dry Pipe System

10. Resource Center (RCB)
Address: 433 Bolivar Street
Stories: 9
System: 1000 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Loading Dock Antifreeze System
11. Roman Street Parking Garage (RSG)
Address: 425 S. Roman Street
Stories: 7
System: No Fire Pump; Dry Standpipe (Stairwells)
12. School of Dentistry – Administration Building (SODA)
Address: 1100 Florida Avenue
Stories: 5
System: Wet Standpipe & Hose System
13. School of Dentistry – Dr. Allen A. Copping Advanced Clinical Care & Clinical Research Building (SODACCCR)

Address: 1100 Florida Avenue

Stories: 3

System: 1000 G.P.M. Fire Pump (Clinic Building); Wet Pipe Fire Sprinkler System; 1st Floor Outdoor (Parking) Dry Pipe System

14. School of Dentistry – Clinic Building (SODC)

Address: 1100 Florida Avenue

Stories: 9

System: 1000 G.P.M. Fire Pump (Clinic Building); Wet Pipe Fire Sprinkler System; Old Loading Dock Dry Pipe System (Clinic Basement); 5th Floor Computer Room Pre-Action System (Clinic Room 5320)

15. School of Dentistry – Power Plant (SODPP)

Address: 1100 Florida Avenue

Stories: 2

System: 1000 G.P.M. Fire Pump (Clinic Building); Wet Pipe Fire Sprinkler System

16. School of Dentistry – Warehouse

Address: 1100 Florida Avenue

Stories: 1

System: No Fire Pump; Wet Pipe Fire Sprinkler System

17. Seton Building (SETON)

Address: 2025 Gravier Street

Stories: 7

System: 750 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Penthouse Pre-Action System (Elevator Machine Room)

~~18. Sister Stanislaus Memorial Hall (SSMH)~~

~~Address: 450 S. Claiborne Avenue~~

~~Stories: 16~~

~~System: 1000 G.P.M. Fire Pump; Wet Pipe Fire Sprinkler System; Loading Dock Antifreeze System~~

19. Walk-To-Wellness (WTW)

Address: Gravier Street

Stories: 2

System: No Fire Pump; (2) Dry Pipe Systems

3.4 BIDDER PROVISIONS

- A. Bidders are to quote their specific prices to furnish all labor, materials, equipment and expertise necessary to perform water-based Fire Suppression System preventive maintenance and repair services for a period beginning May 1, 2024 and ending one (1) year after that date.
- B. Bidders must submit **with bid submission** three (3) client references (with a contact name, client address, client telephone number, contact E-mail address and the date services began) where the successful bidder is currently providing the same services as required in this bid.

1. One of the client references must be able to verify that the apparent successful bidder has provided the same services required in this bid for at least five (5) years (dates services began and ended).
 - a. This client reference may be a 4th reference if the successful bidder is not currently providing the same services.
 2. Purchasing will verify the three (3) client references.
 3. If the apparent successful bidder does not provide three (3) client references with their bid submission, the apparent successful bidder will be deemed non-responsive and the next apparent successful bidder will be contacted.
- C. Only organizations which have been in the water-based Fire Suppression System business at least five (5) years and who are, as defined in the state statutes, financially responsible and able to show evidence of the reliability, ability, experience, facilities and persons directly employed and supervised by them to render prompt and satisfactory insulation service will be considered.
- D. The successful bidder must be a certified representative for each water-based Fire Suppression System manufacturer of a water-based Fire Suppression System installed on an LSUHSC-NO building that is under warranty in order to be able to perform warranty repairs on these water-based Fire Suppression Systems without voiding each warranty.
- E. The bid award will be all or none.
- F. All prices on successful bid price sheet will become the fixed service contract prices to furnish all labor, materials, equipment and expertise necessary to accomplish the work described in these specifications for the duration of this service contract.
-
- G. The use of the word "Service Provider" shall be interpreted to be the firm or corporation that is the successful bidder and has been designated the exclusive provider of the services described herein by LSUHSC-NO.
1. The successful bidder will be required to accept a purchase order from LSUHSC-NO to serve as a service contract in strict accordance with these specifications for services.
 2. The service contract will be administered by the designated LSUHSC-NO representative.

3.5 DESIGNATED LSUHSC-NO REPRESENTATIVE(S)

- A. Following award of this bid, the primary designated LSUHSC-NO representative for Preventive Maintenance work is the Preventive Maintenance Manager. The Preventive Maintenance Facility Assistant Maintenance Manager B can be

contacted via phone at 504-568-8155 or fax at 504-568-7223. Please do not contact this individual regarding the bid process.

Mail should be addressed to:
Preventive Maintenance Manager
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2220
New Orleans, LA 70112

- B. Following award of this bid, the primary designated LSUHSC-NO representative for equipment repairs not associated with Preventive Maintenance work is the Electronic Technician Supervisor. Ben Chan can be contacted via phone at 504-568-3246 or fax at 504-568-7223. Please do not contact this individual regarding the bid process.

Mail should be addressed to:
Electronic Technician Supervisor
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2214
New Orleans, LA 70112

- C. Following award of this bid, should either the Preventive Maintenance Manager or the Electronic Technician Supervisor be unavailable, the Manager of Operations for Facility Services should be contacted with any contract-related questions or issues via phone at (504) 568-8995.

3.6 CONTRACT IMPLEMENTATION MEETING

- A. Prior to implementation of this service contract, representatives from LSUHSC-NO and the Service Provider will hold a meeting to introduce each group of representatives to the other, to be attended by:
1. A main point of contact from the Service Provider's sales or management staff for all concerns beyond discussions regarding routine servicing.
 - a. This individual shall routinely review and inspect operations, consult with LSUHSC-NO on current and future service programs and act with full authority on the Service Provider's behalf in any and all matters pertaining to the specifications of this service contract.
 - b. Though not required to attend, the name and contact information for a backup to the main point of contact must be provided.
 - c. The main point of contact will provide a telephone number, fax number, E-mail address, business cell phone number and normal working hours of themselves and their backup.
 2. A main point of contact for the Service Provider responsible for all on-site service work.
 - a. Though not required to attend, the name of a backup to the on-site service work point of contact must be provided.

3. The designated LSUHSC-NO representative, a purchasing representative from the LSUHSC-NO Purchasing Department handling this service contract and any individuals authorized as backup to the designated LSUHSC-NO representative.

3.7 MONTHLY STATUS REVIEW MEETINGS

- A. After the kick off meeting, the Service Provider will be required to **schedule** and participate in quarterly status review meetings to discuss ongoing repair work and preventive maintenance work.

3.8 COORDINATION OF WORK

- A. The Service Provider will be responsible for coordinating the work of all trades provided under this service contract.
- B. As per Section 2.7, the Service Provider shall provide all supervision on-site to coordinate and inspect work.
- C. There will be an on-site supervisor or point-of-contact on campus at all times and readily available to the designated LSUHSC-NO representative when work is being performed.
 1. If only one individual is on campus performing work, that individual must be prepared to discuss the work with the designated LSUHSC-NO representative.
- D. Daily Check In/Out
 1. The Service Provider on-site supervisor or point-of-contact shall check-in with designated LSUHSC-NO representative or designee daily prior to starting work.
 2. On-site supervisor or point-of-contact will contact the designated LSUHSC-NO representative or designee for inspection or to provide an update report after completing the daily work schedule.
- E. LSUHSC-NO is a twenty-four (24) hours a day, three hundred and sixty-five (365) days a year operation.
 1. The designated LSUHSC-NO representative must approve any work scheduling that will interfere with the normal operation of the facility or its personnel.
- F. Hot Work:
 1. The designated LSUHSC-NO representative must be notified before any work is performed which will:
 - a. create noise;
 - b. create smoke and/or dust;

- c. involve soldering, welding, or other heat or flame-producing process;
 - d. disable any part of the fire suppression system.
 2. The Service Provider shall file a "Hot Work Permit" with LSUHSC-NO for non-emergency repairs five (5) working days in advance before beginning any such work.
 3. A fine of five hundred dollars (\$500.00) per incident (independent of the default process in Section 2.15) will be due from the Service Provider for each incident where the work done on his contract caused a false alarm on the fire and smoke detection system in the building and a "Hot Work Permit" was not filed before starting the work.
- G. Personnel relations of employees on the Service Provider's payroll shall solely be the Service Provider's responsibility.
1. The Service Provider shall comply with all applicable government regulations related to the employment and compensation of personnel.
- H. All tasks are to be performed in a workmanlike manner, in accordance with industry standards and acceptable trade practices for all trades involved.

3.9 SERVICE CONTRACT CHANGES

- A. After the bid has been awarded, no changes will be made to any part of the service contract without:
1. a written proposal from the Service Provider describing the potential changes with a complete breakdown of all material and hours, and the individual cost of each; and,
 2. a subsequent written approval from at least one of the designated LSUHSC-NO representatives and an authorized representative from the Purchasing Department.

3.10 DOCUMENTATION

- A. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given, for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative(s), secondary contact or designee.
- B. A pre-prepared service ticket must be provided to the designated LSUHSC-NO representative(s), secondary contact or designee at the completion of each service visit – annual service, quarterly service or repair service (all notations on this form by the service technician must legible and with clear details).

3.11 SERVICE IMPLICATIONS

- A. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.

SECTION 4 – GENERAL PROJECT REQUIREMENTS

4.1 QUALITY ASSURANCE

- A. The Service Provider shall:
1. Submit copies of inspection reports, notices and similar documents to the designated LSUHSC-NO representative (where applicable).
 - a. Legible (typed) electronic copies of reports are required to be transmitted to LSUHSC-NO within forty eight (48) hours of the completion of on-site work.
 2. Handle and store materials in strict accordance with manufacturer's instructions.
 3. Submit all pertinent information to the designated LSUHSC-NO representative regarding any Sub-Service Provider for approval prior to using any Sub-Service Provider for the first time at LSUHSC-NO.
 4. All normal precautions associated with water-based Fire Suppression System inspection and maintenance must also be taken to protect the safety of the building, its occupants and the Service Provider's staff.

4.2 WORK PROGRESSION

- A. Once work has commenced, work must progress on consecutive work days until complete.
- B. Exceptions to this rule include:
1. work is disrupted due to circumstances beyond the control of the Service Provider (weather, LSUHSC-NO causes a delay, etc.);
 2. a work schedule showing non-consecutive work days was pre-approved by the designated LSUHSC-NO representative; or
 3. the nature of the work being performed requires a break or breaks to allow a process to complete (drying, curing, setting, etc.) before proceeding.
- C. The designated LSUHSC-NO representative may allow other exceptions on a case-by-case basis but will be the final authority of any such requests.

4.3 WARRANTY WORK

- A. Any water-based Fire Suppression System units replaced during the service contract period will remain part of this service contract for the purpose of preventive maintenance, while repairs will be covered under the warranty until the end of the warranty period.

- B. Any water-based Fire Suppression System units under warranty at the start of the service contract period will become part of this service contract at the start of the service contract for the purpose of preventive maintenance, while repairs will be covered under the warranty by the original installer until the end of the warranty period.

SECTION 5 – SCOPE OF WORK

5.1 INITIAL ASSESSMENT

- A. As part of the activation of this contract, at Service Provider expense, and not to interfere with the initiation of preventive maintenance and repair requests, the Service Provider will complete a full operation/function/efficiency assessment of all water-based Fire Suppression System related equipment.
- B. Service Provider will provide a report with prioritized recommendations on repairs and/or replacements, a cost to repair and/or replace for each recommendation, a timeframe to make all requested repairs and/or replacements and justification for each recommended repair or replacement.
 - 1. In addition, the Service Provider will make recommendations on any testing that should occur but it not listed in these specifications.
- C. The period to complete the initial assessment and deliver the recommendations report to the designated LSUHSC-NO representative will not exceed thirty (30) calendar days from the activation of this contract.

5.2 FIRE SPRINKLER SYSTEMS INSPECTIONS

- A. The LSUHSC-NO fire protection equipment listed below shall be annually tested and inspected in accordance with the requirements of NFPA 25 and in accordance with all applicable state fire codes.
- B. Annual System Inspections shall include:
 - 1. Sprinkler Systems in NFPA 25 – Chapter 5 (wet and/or dry)
 - a. Alarm Devices
 - b. Hydraulic Nameplate
 - c. Building Inspection
 - d. Hanger/Seismic Bracing
 - e. Pipe and Fittings
 - f. Sprinklers
 - g. Spare Sprinklers
 - h. Fire Department Connections
 - i. Valves (All Types)
 - 2. Standpipe Systems as in NFPA 25 – Chapter 6
 - a. Pressure Regulating Devices
 - b. Piping
 - c. Hose

- d. Hose Connection
 - e. Hose Rack
 - f. Cabinet
 - g. Hose Storage Device
 - h. Hose Nozzle
 - 3. Fire Pump Systems as in NFPA 25 – Chapter 8
 - a. Fire Pump System
 - 4. Annual inspections to occur during weekend hours only for the following buildings:
 - a. Medical Education Building
 - b. Resource Center
 - c. School of Dentistry
- C. Annual System Tests shall include:
 - 1. Sprinkler Systems in NFPA 25 – Chapter 5 (wet and/or dry)
 - a. Alarm Devices
 - b. Main Drain
 - c. Antifreeze Solution
 - d. Gauges
 - e. Sprinklers – Extra High Temp
 - f. Valves (All Types)
 - 2. Standpipe Systems as in NFPA 25 – Chapter 6
 - a. Alarm Devices
 - b. Hose Storage Device
 - c. Pressure Control Valve
 - d. Pressure Reducing Valve
 - e. Flow
 - f. Main Drain
 - 3. Fire Pump Systems as in NFPA 25 – Chapter 8
 - 4. Flow Condition
 - a. All flow testing to occur during weekend hours.
 - 5. Annual system testing to occur during weekend hours only for the following buildings:
 - a. Medical Education Building
 - b. Resource Center
 - c. School of Dentistry
- D. Additional Services Required – The following services may be performed at the time of regularly scheduled annual inspection and testing services:

1. 5 yr. Standpipe Inspection (NFPA 25 Chapter 6.3.1.1) – 1st Year
2. 5 yr. Pressure Relief Valve Inspection (NFPA 25 Chapter 13.5) – 1st Year
3. Include for the Dry Pipe and Pre-Action System the following Services/Frequencies:
 - a. 5 yr. Internal Visual Inspection of Piping (NFPA 25 Chapter 14.2.1) and Strainers, Filters and Orifices (NFPA 25 Chapter 13.4.4.1.6) – 1st Year.
 - b. 3 yr. Full Flow Trip Test (NFPA 25 Chapter 13.4.4.2.2.2) – 1st Year and 4th Year.
 - c. 5 yr. Harsh Environment/10 yr. Dry Sprinkler Head representative sample testing (per NFPA 25) or replacement. In locations with 10 or less sprinkler heads, replace all sprinkler heads in lieu of sample testing – 1st Year. Otherwise:
 - (1) Remove a representative sample of sprinkler heads for testing in the following areas, per latest version of NFPA 25 **(at an additional [supplemental] cost to LSUHSC-NO)** and replace tested sprinkler heads with new, if necessary **(at an additional [supplemental] cost to LSUHSC-NO as provided on the bid Price Sheet for each sprinkler head)**:
 - (a) Clinical Education Building (CEB)
 - (i) 8th Floor Penthouse Dry Pipe System (>10 sprinkler heads in the area)
 - (ii) Loading Dock Dry Pipe System (>10 sprinkler heads in the area)
 - (iii) Parking Garage Dry Pipe System (>10 sprinkler heads in the area)
 - (b) Residence Hall (RH)
 - (i) 1st Floor Dry Pipe System (>10 sprinkler heads in the area)
 - (c) School of Dentistry – Dr. Allen A. Copping Advanced Clinical Care & Clinical Research Building (SODACCCR)
 - (i) Parking Area Under the Building Dry Pipe System (>10 sprinkler heads in the area)
 - (d) Seton Building (SETON)
 - (i) Penthouse Elevator Machine Room Pre-Action System (>10 sprinkler heads in the area)
 - (e) Walk-To-Wellness (WTW)
 - (i) Two (2) Dry Pipe Systems (>10 sprinkler heads in the area)
 - (f) Center for Advanced Learning and Simulation (CALs)
 - (i) Penthouse Pre-Action System (>10 sprinkler heads in the area)

(2) Replace ALL Dry Sprinkler Heads with new in the following areas (**at an additional [supplemental] cost to LSUHSC-NO**):

(a) Lions / LSU Clinics Building (LEC)

(i) Two (2) separate Elevator Machine Rooms in Penthouse Pre-Action System (<10 sprinkler heads in the area – approx. 6 and 2)

(b) School of Dentistry – Clinic Building (SODC)

(i) 5th Floor Computer Room (# 5320) Pre-Action System (<10 sprinkler heads in the area – approx. 7)

4. Include for the Wet Pipe System a 5 yr. Internal Visual Inspection of Piping (NFPA 25 Chapter 14.2.1) and Strainers, Filters and Orifices (NFPA 25 Chapter 13.4.3.1.8) – 1st Year.

5.3 REPORTING REQUIREMENTS

- A. The Service Provider shall furnish full written reports with each inspection and/or testing completed.
- B. Reports shall contain all details, findings, and system performance along with recommendations and estimates for the correction of any deficiencies found at the time of inspection.
- C. The reports need to be complete with respect to the requirements of NFPA 25 Appendix B for the system being inspected, tested or any combination thereof.
- D. Reports shall be submitted on the appropriate forms from the American Fire Sprinkler Association that relate to the inspections and/or tests completed.
- E. Since water-based fire protection systems are comprised of many components, the use of several completed forms may be required for one system.
- F. Reports shall be submitted and posted as follows:
 - 1. A copy is to be posted on the fire pump of each building
 - 2. Two copies of the complete set of the reports are to be submitted to the designated LSUHSC-NO representative.
 - 3. A copy of the complete set of reports shall be retained by the Service Provider for twice the period of the inspection.
 - 4. The original reports shall be forwarded to the office of the state fire marshal.
- G. Annual inspection reports must be retained for two years.

5.4 REPAIR SERVICES

- A. If repairs are needed unrelated to the Preventive Maintenance program, the Service Provider shall provide repair services for the equipment listed in Section 5.1.B above **(at an additional [supplemental] cost to LSUHSC-NO)**.
- B. The designated LSUHSC-NO representative shall provide the Service Provider with a description of the problem, location and type of equipment when telephoning for service.
- C. All repairs shall be completed as quickly as parts availability will allow in accordance with Sections 5.6 and 5.7.
- D. The direct labor hours to perform any repairs shall be charged at the fixed labor rates provided on the bid Price Sheet for the duration of this contract.
- E. Costs for repair/replacement parts listed on the bid Price Sheet will be charged at those rates for the duration of this contract.
- F. LSUHSC-NO does not pay for travel time to or from the equipment location.

5.5 SPECIAL PROJECTS

- A. The Service Provider shall perform special projects for the equipment listed in 5.1.B above **(at an additional [supplemental] cost to LSUHSC-NO)**.
 - 1. Special projects include modifications or replacement of major components to improve operation, efficiency or safety of the equipment.
- B. The cost of any special projects shall be quoted on the Service Provider's letterhead.
 - 1. The designated LSUHSC-NO representative will arrange for a purchase order specific to the special project to be issued to authorize the work.
- C. The direct labor hours to perform special projects shall be at the fixed labor rate provided on the price sheet for this bid.
- D. LSUHSC-NO does not pay for travel time to or from the equipment location.

5.6 TASK ORDERS

- A. See APPENDIX C – TASK ORDER FORM as an example of what LSUHSC-NO will provide the Service Provider to authorize repair assignments.
- B. The Service Provider will be required to provide all requested written quotes for repair work to the designated LSUHSC-NO representative within five (5) working days of receiving the written request.
 - 1. The designated LSUHSC-NO representative will have sole authority in deciding to grant any extensions to this period of time, based on any and all extenuating circumstances provided by the Service Provider as the reason(s) to request the extension.

5.7 SERVICE RESPONSE TIME REQUIREMENTS

- A. The Service Provider shall provide a 24/7 toll-free phone number for service.
- B. The Service Provider shall respond with a telephone call within two (2) hours after the initial request from a designated LSUHSC-NO representative for any kind of service.
- C. At the time of the initial telephone request for service, the designated LSUHSC-NO representative will state the level of response needed per the following:
 - 1. Emergency (Critical Equipment)
 - a. One (1) hour (including weekends and holidays) on-site response from the time the Service Provider initially returns the telephone call from the designated LSUHSC-NO representative.
 - b. Twenty four (24) hours (including weekends and holidays) from the time of the technician's initial arrival on site to complete repair and return unit to service.
 - 2. Urgent (Important Equipment)
 - a. Twenty four (24) hour (including weekends and holidays) on-site response from the time the Service Provider initially returns the telephone call from the designated LSUHSC-NO representative.;
 - b. Seventy two (72) hours (including weekends and holidays) from the time of the technician's initial arrival on site to complete repair and return unit to service.
 - 3. Routine (Non-critical Equipment)
 - a. Seventy two (72) hours or three business days (excluding weekends and holidays) on-site response from the time the Service Provider initially returns the telephone call from the designated LSUHSC-NO representative.;
 - b. Seven (7) business days (excluding weekends and holidays) from the time of the technician's initial arrival on site to complete repair and return unit to service;
 - c. Repairs shall only be performed between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.
 - 4. Scheduled
 - a. Arrive on the pre-scheduled date and at the pre-scheduled time;
 - b. Five (5) business days (excluding weekends and holidays) from the time of the technician's initial arrival on site to complete work and return unit(s) to service.

5.8 PARTS

- A. The Service Provider shall provide all parts, including sprinkler heads, required to be replaced as part of the Preventive Maintenance service work listed above

without additional charge to LSUHSC-NO, including all shipping and handling costs.

- B. Replacement parts for repairs not included in the Preventive Maintenance service work listed above will be provided by the Service Provider (**at an additional [supplemental] cost to LSUHSC-NO**) after a written quote is provided in advance to and approved by the designated LSUHSC-NO representative.
- C. All replacement parts shall be new and recommended by the equipment manufacturer, UL listed or FM approved.
- D. The Service Provider shall have the ability to provide emergency service replacement parts to LSUHSC-NO within 24 hours of initial service request. Higher shipping costs for accelerated delivery may be utilized (**at an additional [supplemental] cost to LSUHSC-NO**) if the higher shipping cost is approved in advance by the designated LSUHSC-NO representative.
- E. The Service Provider shall be expected to make all reasonable efforts to supply and/or manufacture (**at an additional [supplemental] cost to LSUHSC-NO**) obsolete parts that may be required to maintain the equipment covered under this contract.

APPENDIX A

**SERVICE PROVIDER
ID BADGE
APPLICATION**

**LSUHSC – AFFILIATE ID BADGE
REQUEST FORM (PRINT CLEARLY)**

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ _

DATE OF BIRTH: ____ / ____ / ____

FULL HOME ADDRESS (incl. city/state/zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

WORK E-MAIL ADDRESS: _____

**LSUHSC – AFFILIATE ID BADGE
REQUEST FORM (PRINT CLEARLY)**

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ _

DATE OF BIRTH: ____ / ____ / ____

FULL HOME ADDRESS (incl. city/state/zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

WORK E-MAIL ADDRESS: _____

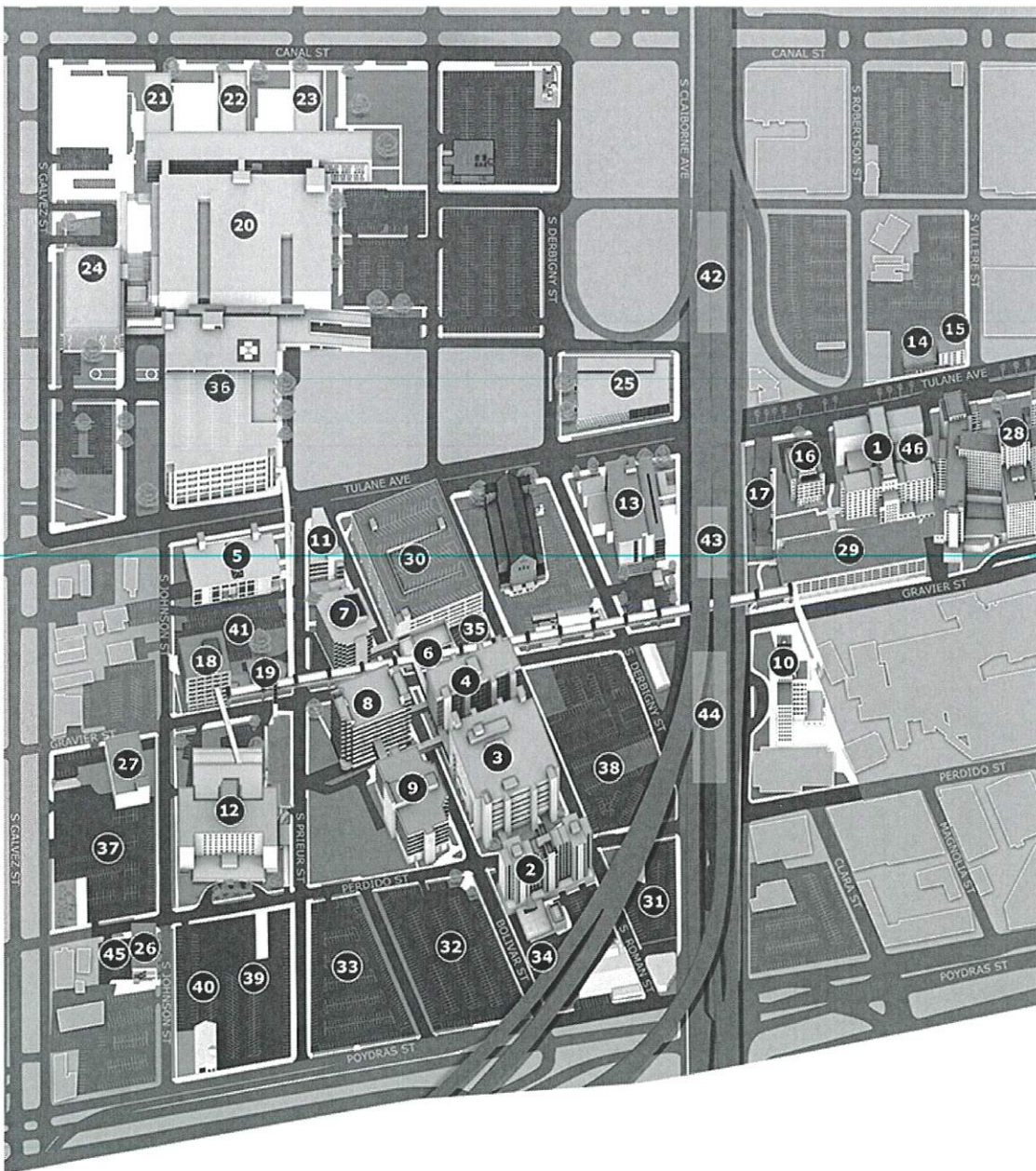
APPENDIX B

CAMPUS MAPS

DOWNTOWN CAMPUS BUILDING LIST

(<http://www.lsuhs.edu/maps/downtown.aspx>)

- | | |
|---|---|
| <p>(1) <u>Clinical Education Building</u>
1542 Tulane Avenue</p> <p>(2) <u>Residence Hall</u>
1900 Perdido Street</p> <p>(3) <u>Medical Education Building</u>
1901 Perdido Street</p> <p>(4) <u>Allied Health / Nursing Building</u>
1900 Gravier Street</p> <p>(5) <u>Human Development Center</u>
411 South Prieur Street</p> <p>(7) <u>Resource Center Building</u>
433 Bolivar Street</p> <p>(8) <u>Lions Eye / LSUHSC Clinics Building</u>
2020 Gravier Street</p> <p>(9) <u>Dr. Mervin L. Trail Clinical Sciences
Research Building</u>
533 Bolivar Street</p> | <p>(10) <u>Stanislaus Hall</u>
450A South Claiborne Avenue</p> <p>(12) <u>Center for Advanced Learning & Simulation
(CALs)</u>
2021 Perdido Street</p> <p>(18) <u>Seton Building (NO LONGER PART OF UMC)</u>
2025 Gravier Street</p> <p>(19) <u>CALS Central Plant</u>
Gravier Street</p> <p>(29) <u>Gravier Street Parking Garage</u>
1661 Gravier Street</p> <p>(30) <u>Roman Street Parking Garage</u>
425 S. Roman Street</p> <p>(NA) <u>Walk-To-Wellness</u>
Gravier Street (# 18 to # 29)</p> |
|---|---|



LEGEND

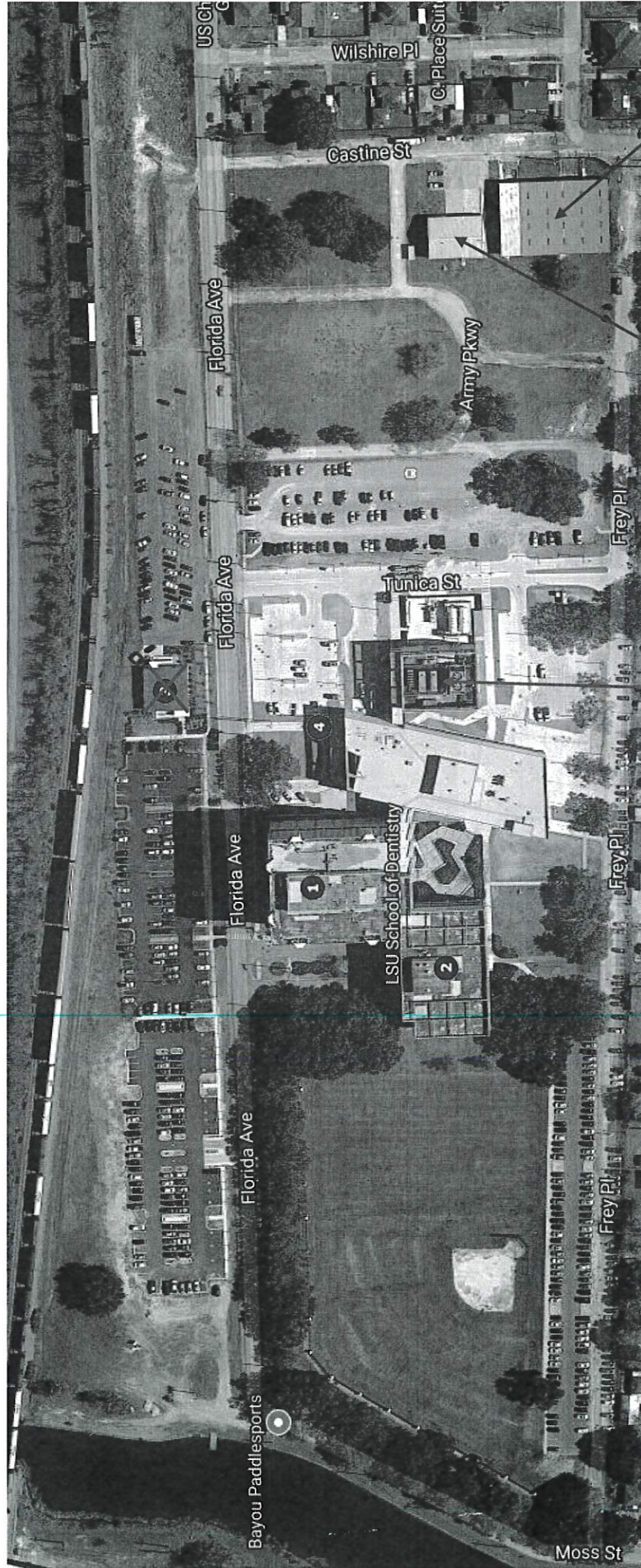
- LSUHSC
- University
Medical
Center (NIC)
- Parking

SCHOOL OF DENTISTRY CAMPUS BUILDING LIST

BLDG. # BUILDING NAME

1. Clinic Building
2. Administration Building
3. Primary Care Clinic (demolished)
4. Dr. Allen A. Copping Advanced Clinical Care & Research Building
5. Central Plant Building
6. Maintenance Building
7. Warehouse

Imagery ©2018 Google, Map Data ©2018 Google



- 5 CENTRAL PLANT
- 6 MAINTENANCE
- 7 WAREHOUSE

APPENDIX C

TASK ORDER FORM

Task Order

Task Order Number: _____ Date: _____

Project Name & Location: _____

PO #: _____

Service Provider: _____

Building Name: _____ Original Contract Date: _____

Service Provider is directed to perform the following task(s) as per below Scope of Work:

Scope of Work:	
-----------------------	--

Original Contract Sum (Total contract sum is unchanged by this Task Order)	\$
Total price of previous Task Order(s)	\$
Price of this Task Order	\$
Contract Expiration Date (Expiration Date is unchanged by this Task Order.)	
Expected completion date of this Task Order	

Note: No additional increase in time or money will be considered for a Change Order after the change has been reviewed and ruled on.

Requestor

Requestor's Name:

Approved

Approver's Name:

Accepted

Service Provider Representative Name:

Service Provider's Name & Address:

Approved
Via email to:

Service Provider Signature:

Via email to:

Date: _____

Date: _____

Date: _____