

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			04/10/2025 11:00 AM CT	
SOLICITATION RFQ-0000002466 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>			RETURN BID TO lsubids@lsu.edu Buyer Erica Pino Buyer Phone Buyer Email epino2@lsu.edu Issue Date 03/14/2025	
TITLE: Burden Museum & Gardens LA Light Show Maintenance				
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> _____ "No Bid" (sign and return this page only). _____ My Company does not wish to receive future solicitations for this spend category. Specify your Delivery: To be made within _____ days after receipt of order. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;">General Instructions to Suppliers</p> <ol style="list-style-type: none"> Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. Read the entire solicitation, including all terms, conditions and specifications. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. 				
SUPPLIER NAME			MAILING ADDRESS	
AUTHORIZED SIGNATURE			CITY, STATE ZIP	
PRINTED NAME			PHONE #	
TITLE			FAX #	
E-MAIL			FEDERAL TAX ID #	

SPECIAL TERMS & CONDITIONS	INVITATION TO BID	Page 2
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<p>1. Bid Submission Information</p> <p>All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to lsubids@lsu.edu (<i>This email address should be used for bid submissions only</i>). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.</p> <p>When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.</p> <p>It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.</p> <p>The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.</p> <p>2. Bid Opening Information</p> <p>Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:</p> <p>https://lsu.zoom.us/meeting/register/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33</p> <p>After registering, a confirmation email will be provided containing information about joining the bid opening.</p> <p>No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.</p> <p>If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.</p> <p>3. Method of Award</p> <p>All or None - Bid shall be awarded to the lowest responsible and responsive supplier for all items.</p> <p>4. Insurance Requirements</p> <p>Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.</p> <p>5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.</p>		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 3
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<p>These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.</p> <p>Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.</p>		
<ol style="list-style-type: none"> 1. Supplier Enrollment Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email suppliers@lsu.edu. The supplier enrollment form can be located at: http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php 2. Bid Delivery and Receipt Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose. Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B. 3. Bid Forms Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound. 4. Interpretation of Solicitation/Supplier Inquiries If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question. No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier. 5. Bid Addenda Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/ time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid. 6. Bid Opening Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. 7. 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 public bid opening, must notify the Procurement 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. 		

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<p>8. Standards of Quality Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained 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. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.</p> <p>9. New Products/Warranty/Patents All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage. Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.</p> <p>10. Descriptive Information Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.</p> <p>11. Bids/Prices/F.O.B. Point</p> <ul style="list-style-type: none"> • The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc. • Bids other than F.O.B. LSU Destination may be rejected. • Bids indicating estimated freight charges may be rejected. • Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected. • Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis. • Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected. • Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected. • In the event of extension errors, the unit price bid shall prevail. <p>12. Taxes Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.</p> <p>13. Terms and Conditions 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, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.</p> <p>14. Supplier Forms/LSU Signature Authority The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc. The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.</p> <p>15. Awards Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities. All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.</p>		

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<p>16. Acceptance of Bid Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.</p> <p>17. Applicable Law All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.</p> <p>18. Awarded Products/Unauthorized Substitutions Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.</p> <p>19. Testing/Rejected Goods Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.</p> <p>20. Delivery Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.</p> <p>21. Default of Supplier Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.</p> <p>22. Supplier Invoices Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.</p> <p>23. Delinquent Payment Penalties Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p>24. Assignment of Contract/Contract Proceeds Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.</p> <p>25. Right to Piggyback Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.</p> <p>26. Contract Cancellation LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (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 supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.</p> <p>27. Prohibited Contractual Arrangements Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.</p>		

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<p>28. Equal Employment Opportunity Compliance By submitting and signing this bid, supplier 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 Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier 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, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, 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.</p> <p>29. Mutual Indemnification Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.</p> <p>30. Certification of No Suspension or Debarment By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.sam.gov.</p> <p>31. Right to Audit The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.</p> <p>32. Data Privacy By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the LSU Privacy Statement.</p>		

PRICE SHEET		INVITATION TO BID			Page 7	
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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: LSU Burden Center 4560 Essen Lane Baton Rouge, LA 70809						
1	All or None Take-down of LA Light Show 2024.	1	Lot	\$ _____	\$ _____	
2	All or None Installation of LA Light Show 2025.	1	Lot	\$ _____	\$ _____	
3	All or None Take-down of LA Light Show 2025.	1	Lot	\$ _____	\$ _____	
4	All or None Maintenance, per attached specifications. For this line item, quantity shown is estimated only and may be based on historical contract usage and/or projected needs. The university reserves the right to increase or decrease this quantity as needed.	50	Hour	\$ _____	\$ _____	

The purpose of this bid is to set up a contract for take down and installation of the LA Light show located at the Burden Museum and Gardens. This includes: Takedown of 2024 light show (still currently up), Installation of 2025 lightshow and Takedown of 2025 lightshow.

- The take-down of LA Light Show 2024. The initial removal must be completed before May 8, 2025.
- The installation of LA Light Show 2025 must be completed by November 15, 2025.
- Take-down of LA Light Show 2025 must be completed by March 15, 2026.
- Maintenance of the Louisiana Holiday Lights at Burden Museum and Gardens will be on an as needed basis.

Specifications and Requirements

A. Pricing

- a. Each bid shall include an all-inclusive price for the installation and takedown of lighting and activation elements for all activations listed.
- b. Prices provided shall include installation, maintenance/replacement (see section F.) plus take-down of activations.

B. Mandatory Pre-Bid Meeting/Experience Requirements

- a. **Mandatory Pre-Bid Meeting:** A mandatory pre-bid meeting shall be held on Thursday, March 27th at 9:00 AM CST at Burden Museum & Gardens, 4560 Essen Lane, Baton Rouge, 70809. All interested suppliers shall meet in the foyer of the LSU Rural Life Museum. Failure to attend the mandatory pre-bid meeting shall result in disqualification and bid(s) submitted by that supplier shall not be opened. Suppliers that arrive after the mandatory pre-bid meeting has started will not be allowed to participate and will be turned away. All suppliers participating in the mandatory pre-bid meeting are required to stay for the entire time. If anyone leaves before the meeting is over, their bid shall not be considered. Any questions that may arise as a result of the mandatory pre-bid meeting must be sent to Erica Pino at epino2@lsu.edu.
- b. **Experience Requirements:** The supplier must be able to demonstrate their qualifications based on their experience, technical capability, understanding of the assembly and installation of different types of holiday lighting elements. This includes but is not limited to:
 - a. Wrapping trees with string lights that crisscross on a tight 2 to 4" spacing.

- b. Hanging light elements from trees at heights of at least 50 feet and running power cords to the power supply.
- c. Constructing artificial trees to a height of at least 30 feet, connecting the lights and power supplies and anchoring the trees for safety and hazardous weather.
- d. Connecting elements in each activation to data cables running from a main control board that will synchronize the lights with music.
- e. Constructing elements that require the following specific instructions provided by Burden that include use of various power tools.
- f. The ability to appropriately place elements in activations so that they fit the prescribed design and do not disturb the surrounding landscape and interfere with the pedestrian pathways.
- g. Placing elements in each activation so that the lighting adequately displays the lighting of each activation and does not interfere with another activation.
- h. Installation of uplighting (LED PAR lighting) in each activation and setting the colors scheme as prescribed by the Burden staff.
- i. The ability to determine electrical loads of each element in activations that will fit the corresponding electrical supplies available for that activation.
- j. Distribute pathway lighting for the safety of pedestrians.
- k. **Supplier must provide references for at least 3 contracts held, with at least one contract being for a similar size production as this light show (i.e., Louisiana Lights), in which similar work as prescribed in this bid document have been successfully completed. References must be submitted with bid response. The university reserves the right to request any additional documentation from Supplier in order to confirm that the experience requirements are met. Failure to submit references with bid response shall result in rejection of bid.**

C. Activations

- a. Installation, maintenance and removal of all lights and elements are needed with each activation.
- b. All activations, associated lights and elements will be organized and labeled by the supplier according to a labeling code designated by the Burden staff and placed in assigned tubs and crates for both installation and takedown.

- c. Detailed instructions for assembling and setting up the activations will be provided to the supplier.
- d. The supplier shall meet with the Burden light show staff to review activation design, installation schedules and recommended maintenance needs.

D. Labor, Materials, and Equipment

- a. The Burden light show staff will work with the foreman of the supplier to direct and oversee installation and takedown for the light show.
- b. The supplier will be responsible for packing and unpacking all materials, lights, and activation elements for the light show. Storage containers will be provided by Burden.
- c. The supplier shall provide their own ladders, hoist lifting, elevating equipment, power tools, etc. necessary to install and remove all light show activations.
- d. Lights and activations elements are of commercial exterior grade, non-shatter, wind-proof materials, and must be strongly secured. Zip ties may be used to secure most of the objects while other means of securing lights and elements will require other means of securing as approved by Burden staff.
- e. All activations will be powered by running extension cords from the power supplies for the activation to existing electrical outlets. Some parts of the gardens, however, use cable and spider boxes for providing power. Timers will be used within each activation. Burden will provide all power cords, data cables and timers. Contractors will be responsible for running all power, connecting to the timers and electrical outlets, running data cables to controllers and speakers for verification that all elements and activations are in working order.
- f. All power connections must be enclosed in waterproof pill boxes or larger to prevent moisture from shorting the electrical system which will be provided by Burden.

E. Time Frame

- a. Take-down must be completed by May 8, 2025, and can begin ASAP after award.
- b. Installation must be completed by November 15, 2025, and can begin on or after September 1, 2025.
- c. Take-down must be completed by March 15, 2026, and can begin on or after February 1, 2025.
- d. Take-down and installation schedule must be approved by Burden lights show staff.
- e. The number of hours that it takes to install and take down of each activation

as indicated below are based on an estimate that was determined by the Burden staff. These numbers should only be used as a guide for determining a bid estimate.

F. Maintenance

- a. The supplier shall maintain all activations, lighting, and elements in good working order during the timeframes established above to ensure that the activations maintain a high level of quality throughout the contract period.
- b. All lights and show elements shall be continuously illuminated and fully functional from dusk until dawn. The supplier shall be able to respond within twelve (12) hours for the duration of the above-referenced time frame for any repairs.
- c. Repairs shall include but are not limited to replacement of bulbs, electrical wiring, and replacement of defective or damaged elements.
- d. Suppliers are required to submit an hourly rate for maintenance. This is a flat rate regardless of the number of people or equipment needed to make the appropriate repairs. For this line item of the solicitation, quantity shown is estimated only and may be based on historical contract usage and/or projected needs. The university reserves the right to increase or decrease this quantity as needed.

Activations, Locations and Requirements (Provide quote for each activation)

All activations are designated on the attached map of Louisiana Lights located in Windrush Gardens at Burden Museum & Gardens. The installation specifications for each activation are provided in this bid document. The approximate number of hours required for installation of each activation was based upon the number of Burden staff and the time it took the Burden staff to install each activation for the 2024 Louisiana Lights Show.

G. Entrance Sign (~8 hrs.)

- a. Three (3) trusses, two (2) horizontal and one (1) vertical, will be installed to hang Louisiana Lights sign in front of the Rural Life Museum.

H. Holiday Hallway (~190 hrs.)

- a. Live Oaks - Two (2) large live oaks will be wrapped with string lights. The trunks and branches must be wrapped with a distance between strings of not more than 6 (six) inches and the strings

crisscrossed for maximum impact lighting. The branches must be wrapped up to the outer tips of each branch.

- b. Boxwoods - A total of twenty (20) boxwoods will be wrapped such that strings are crisscrossed, similar to the live oaks for maximum lighting impact.
- c. Crape Myrtles String Lights - Three (3) crape myrtles will be wrapped like the live oaks with the trunks and branches wrapped with a distance between strings of not more than six (6) inches and the strings crisscrossed for maximum impact lighting. The branches must be wrapped to the outer tips of each branch.
- d. Up Lights - Ten (10) additional crape myrtles will be up lit with two (2), eighteen (18) node LED PAR lights.

I. Moravian Stars (~16 hrs.)

- a. One (1) live oak will be hung with thirty-five (35) Moravian stars. Stars will be hung using safety cables in three (3) lengths. Use zip-ties to attach the cables and special star power cords to the tree and down to the power supply.

J. Scintillating Stream (~32 hrs.)

- a. Install three (3) sizes of reed lights in a pattern that mimics a stream of water flowing around and under the boardwalk. There are sixty-five (65) each of five and one-half (5.5) foot reeds, six and one-half (6.5) foot reeds and seven and one-half (7.5) foot reeds. The reeds are powered by custom power cables with power sources. The power sources must be set on a brick to prevent them from being submerged in water.

K. Garden Studio (~hrs.)

- a. Hanging Doves - Seventy-five (75) doves will be hung from three (3) live oaks next to the Hostler House and Garden Studio. Up to four (4) to six (6) doves will be connected to custom cables that will run from each dove with the end connected to a cord at the bottom of the trees. Doves will be hung so that they appear to be flying among the trees.
- b. Trusses/Gobos - Install two, ten-foot trusses for attaching three gobos per truss. The trusses and gobo will be situated such that the doves are spaced equally apart when circling the ground.
- c. Matting - Install a matting over the lawn area in front of the Garden Studio.

L. Radiant Rondelle (~56 hrs.)

- a. Tree - A custom designed thirty (30) foot framed tree will be set around the base of the fountain behind the Burden House. The tree frame will come in sections with four layers. The base layer will be set first and secured together with bolts. The remaining layers will be attached with bolts until completed. Power cables must be connected as each layer is assembled. Six (6) tents stakes will be used to secure the tree to the ground with steel cable.
- b. Matting - Install a matting over lawn area around the fountain to the landscape beds.
- c. Up Lights - Up light eight (8) crape myrtles with eighteen (18) node LED PAR lights.

M. Oscillating Orchard (~200 hrs.)

- a. Trees - Ten (10) orchard trees will be spaced evenly along the length of the garden with five (5) trees on each side of an eight (8) foot path to form a grid (see attached). The trunk of each tree will be secured with four (4) stakes to secure the tree to the ground. Each tree has four (4) branches that will be attached to the trunk with wires from the inside of each connected for power and data. Twigs will be attached to each branch and connected to the power and data cables.
- b. Matting - Install a matting over lawn area down the center of the orchard trees.

N. Prismatic Parterre (~396 hrs.)

- a. Structure assembly – The structure consists of plywood tops with two by four (2 x 4) inch legs and three-quarter ($\frac{3}{4}$ ") inch PVC pipe used to stabilize the legs. The plywood is laid out in a total of four (4) quadrants with a center circle. The legs are bolted to the plywood and then PVC attached approximately one (1) foot above ground level.
- b. Foliage – The faux foliage panels are in two by eight (2 x 8) foot panels with string lights attached. The panels are rolled into bundles and labeled for each section in a quadrant. The top panels are installed first followed by the side panels. The power and data cables must be attached to the lights on each panel as they are put in place. The foliage panels are attached to the wood by staples. The staple gun should be set so that the staples go into the wood about halfway. This is so the staples can be more easily removed for take down.
- c. Up light ten (10) crape myrtles with eighteen (18) node PAR lights. Up light six (6) large live oaks with sixty (60) node PAR lights.
- d. Pathway lighting – Place single node lights along pathway.

O. Enchanted Forest (~22hrs.)

- a. Bar Lights - Locate thirty-five (35) eighteen (18) node light bars along the designated path of the Piney Woods. The light bars will be attached to an eight (8) foot pole set one and one/half (1 ½) foot in the ground. The location of each light bar should be situated in a way that the light shines into the woods against the trunk of a tree or dense foliage to reflect the light. Once positioned, power cables and data cables will be run to outlets and data supply station.
- b. Pathway lighting – Place string lights on either side of pathway in the liriopse that lines the pathway.

P. Lakeside Stroll (~46 hrs.)

- a. Lights - Ten (10), sixty (60) node LED PAR lights and ten (10) eighteen (18) node LED PAR lights will be positioned on each of two islands in the lake at Windrush for a total of twenty (20) lights on each island. Power cables will be run to a spider box on each island and data cables will be daisy chained to one cable that will run to the gazebo to the program station.
- b. Pathway lighting – Place single node lights along pathway from the Enchanted Forest to the Candy Cane Lane.

Q. Candy Cane Lane (~16 hrs.)

- a. Up Lights - Place twelve (12) eighteen (18) node LED PAR lights and five (5) sixty (60) node LED PAR lights in color combination of red and cold white light.

R. Allee Light Tunnel (~192 hrs.)

- a. Light tunnel frame – The light tunnel frame is a series of metal square tubing or “ribs” that are held together with a flat metal bar that runs the length of the tunnel. The ribs are spaced five (5) feet apart down the crape myrtle allée path for a total of twenty (20) ribs or one hundred (100) foot distance. Additional support is provided by cables that run from each rib to a tent stake that is placed in the ground between each rib. A cable from each rib is pulled to each stake between the ribs and tightened.
- b. Light strings – Power supplies (12) are placed at the front end of the tunnel where the custom power connection cable is run along the last rib of the tunnel. Starting from the top of the rib each light string is run from the custom power cable and attached with a zip tie so that it is taut to the end of the tunnel. Additional light strings run down to about six (6) inches above the ground. There should be seventy (70) strands of lights on the side of each rib of the tunnel for a total of one hundred and forty (140) light strands.

S. Holiday Lawn (~32 hrs.)

- a. Happy Holidays letters – Install each letter equidistant apart to spell Happy

Holidays. They must be secured with stakes and power cables connected to power supply.

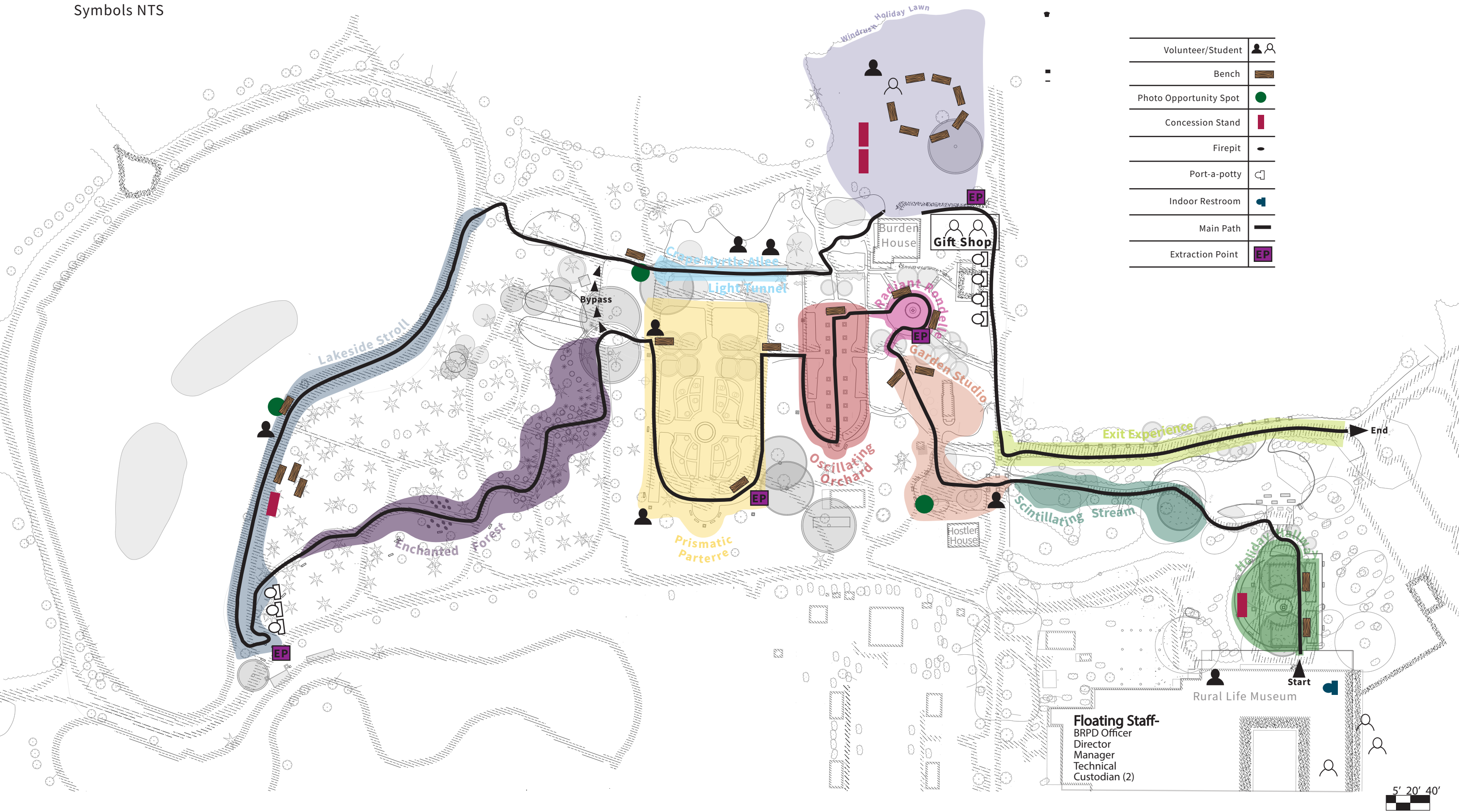
- b. Up Lights - Up light trees along the back of the lawn with eighteen (18) and sixty (60) node LED PAR lights. Up light six (6) large live oaks with sixty (60) node LED PAR lights.

T. Exit Experience (~32 hrs.)

- a. Thirty (30) artificial trees will be assembled, fluffed and strung with lights. The color of lights will be determined by the Burden staff. Trees will be placed along the exit road and attached to rebar using zip ties. Power cords will be run from each tree to the power supply.

Circulation and Amenities Plan

Symbols NTS





Insurance Minimum Limits and Requirements for Standard Contractor/Vendor Agreements

INSURANCE

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below minimum limits. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements. Therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

Workers' Compensation

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Contractor/vendor is exempt from workers' compensation or fails to provide appropriate coverage, then the Contractor/vendor is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

Commercial General Liability (CGL)

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000 on ISO form number CA 00 01 or equivalent. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

Excess Insurance

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

Other Insurance Requirements

Additional Insured Status

The University is to be listed as an Additional Insured on the Commercial General Liability (must use an endorsement at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms with edition date 2004 if later revisions used). See *Verification of Coverage* section on how the University should be listed as an Additional Insured.

Waiver of Subrogation/Recovery

All insurances shall include a waiver of subrogation/recovery in favor of the University.

Primary Coverage and Limits of Insurance

For any claims related to work performed for or on behalf of the University or related to an agreement/purchase order, the contractor/vendor's insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the Contractor/vendor's insurance and shall not contribute with it.

Subcontractors

Subcontractors of the Contractor/vendor shall be subject to all of the requirements stated herein. Contractor/vendor shall include all subcontractors as insureds under its policies or shall be responsible for verifying insurance coverages and limits and maintaining Certificates of Insurance for each subcontractor. The University reserves the right to receive from the Contractor/vendor copies of subcontractors' certificates.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions above \$25,000 must be approved by the University or reduced prior to the commencement of work. The University may require the Contractor/vendor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

Verification of Coverage

The University shall be listed as Additional Insured and Certificate Holder as follows:

**The Board of Supervisors of Louisiana State
University and Agricultural & Mechanical College
213 Thomas Boyd Hall
Baton Rouge, LA 70803**

Certificates of Insurance shall be furnished to the University evidencing the insurance required herein including amendatory endorsements. The University's failure to obtain the required documents prior to the work beginning or acceptance of a non-compliant certificate shall not waive the Contractor/vendor's obligation to have in place the required insurances or to provide the certificate. The University reserves the right to require certified copies of all the insurance policies, including endorsements.

Special Risks or Circumstances

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Insurance Minimum Limits and Requirements for Standard Supplier Agreements (no services to be performed)

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below insurance. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements; therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

Workers' Compensation

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Supplier is exempt from workers' compensation then the Supplier is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

Commercial General Liability (CGL)

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

Excess Insurance

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

Other Insurance Requirements

Additional Insured Status

The University is to be listed as an Additional Insured on the Commercial General Liability policy.

Primary Coverage

For any claims related to an agreement/purchase order, the suppliers' insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the supplier's insurance and shall not contribute with it.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

Special Risks or Circumstances

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.