


Invitation to Bid

LSUHSC Shreveport				BIDS WILL BE PUBLICLY OPENED: <div style="display: flex; justify-content: space-between;"> May 22, 2025 02:00 PM </div>	
VENDOR NO. : SOLICITATION : 007272 OPENING DATE : 05/22/2025		Return Sealed Bid to: Purchasing Department 1501 Kings Highway Shreveport LA 71103		BUYER : Anderson, Alison BUYER EMAIL : alison.ransbottom@lsuhs.edu BUYER PHONE : 318/675-4325 DATE ISSUED : 04/14/2025 REQ. NO : FISCAL YEAR : 0	
Shuttle Services					
INSTRUCTIONS TO BIDDERS					
<p>1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.</p> <p>DIVERSE SUPPLIER</p> <p>(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.</p> <p>(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.</p> <p>(C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY:</p> <p style="margin-left: 20px;">(1) THE NAME OF THE BUSINESS;</p> <p style="margin-left: 20px;">(2) ITS PRINCIPAL OFFICE OR ADDRESS;</p> <p style="margin-left: 20px;">(3) THE OWNER(S); AND</p> <p style="margin-left: 20px;">(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.</p> <p>(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.</p> <p>2. FILL IN ALL BLANK SPACES.</p> <p>3. 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.</p> <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 PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.</p> <p>5. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS</p> <p>_____</p> <p>BY SIGNING THIS BID, THE BIDDER CERTIFIES:</p> <p style="margin-left: 20px;">* THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).</p> <p style="margin-left: 20px;">* THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL</p>					
VENDOR PHONE NUMBER:		TITLE		DATE	
EMAIL ADDRESS:					
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

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STANDARD TERMS & CONDITIONS	Page 2 of 6
NUMBER : 007272 OPEN DATE : 05/22/2025 TIME: 02:00 PM	BIDDER:
<p>BE REJECTED.</p> <p>* THAT 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, MY COMPANY 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.</p> <p>THE BIDDER FURTHER CERTIFIES:</p> <p>* COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.</p> <p>* THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.</p> <p>* THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.</p> <p>* THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).</p> <p>* DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.</p> <p>6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE</p> <p>7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN AN ENVELOPE WITH THE BID NUMBER VISIBLE ON THE OUTSIDE. NO BID WILL BE OPENED TO DETERMINE CONTENT.</p> <p>8. 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>9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).</p> <p>10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.</p> <p>11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.</p> <p>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.</p> <p>13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, 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</p>	

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<p>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.</p> <p>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 WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>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.</p> <p>17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>18. 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.</p> <p>19. 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.</p> <p>20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:</p> <ul style="list-style-type: none">(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. <p>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.</p> <p>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.</p> <p>23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR.</p> <p>25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH 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</p>	

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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. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, 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, ITS 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. 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.

28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.

29. 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.

30. 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 _____ NO _____

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 BUSNISS 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.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1.A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE;

OR

31.2.AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT;

OR

31.3.AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS.

BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

32. 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

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<p>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.</p> <p>33. 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.</p> <p>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.</p>	

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NUMBER : 007272 OPEN DATE : 05/22/2025 TIME: 02:00 PM		BIDDER:			
UNLESS SPECIFIED ELSEWHERE SHIP TO:					
Line No.	Description	Qty	UOM	Unit Price	Extended Amount
1	Shuttle Services per attached Specifications Specify brand, model bid(if applicable)	1.00	HR		
2	Incidental Hourly Rate Specify brand, model bid(if applicable)	1.00	HR		
3	Weekend Hourly Rate Specify brand, model bid(if applicable)	1.00	HR		
<p style="margin-left: 40px;">The rate for incidental and weekend services will NOT be considered in the bid award See attached specifications....</p>					

Parking Shuttle Specifications
Medical School – LSU Health-Shreveport
May 2025

I. Introduction

LSU Health-Shreveport requests pricing to provide employee shuttle services to and from the satellite parking areas. The LSU Health-Shreveport is part of the Louisiana State University System. The University has approximately 986 medical and Allied Health students and a total faculty and staff of approximately 2000+.

General

1. This bid is to be effective for 36 months from date of award. At the option of the Health Sciences Center and acceptance by the vendor, this bid can be renewed for two (2) additional twelve (12) month periods at the same prices and terms.

All prices are to be firm for the contractual period, but wherever there is a general reduction in price which is lower than the contract price, said reduction must be presented directly to the Health Sciences Center.

Approximate quantities as set forth are estimated usage only and the successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements is more or less than the quantities shown. No specific quantities are guaranteed. Only those quantities required will be ordered.

THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A 30-DAY WRITTEN NOTICE.

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any

other lawful purposes, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

2. For the purpose of this proposal the terms "Health Sciences Center", "LSU Health Sciences Center in Shreveport", "LSUHSC-S" and "Owner" all refer to LSU Health-Shreveport. The term "Vendor" refers to the firm that is ultimately awarded the contract.
3. LSU Health-Shreveport reserves the right to accept or reject all bids. The award shall be made in the best interest of the University based on the daily hourly rate.
4. Only bids from financially responsible organizations or individuals, as determined by LSU Health-Shreveport, presently engaged in the business of passenger shuttle service, shall be considered. Bidders must have a minimum of three years' experience in passenger bus service to be considered. Representatives for LSU Health-Shreveport reserve the right to inspect the bidder's facilities and other operations under their management prior to the award of this bid.

**Mandatory Pre-Bid Meeting/Walk-thru Campus – Tuesday, May 13 at
10:00 a.m. Conference Room G15 – Ground Floor Administration Building**

***Bid Date to Return BIDS to LSU Health – Shreveport – Thursday, May 22,
2025 at 2:00pm***

II. Specifications

The services specified in this bid document shall be all-inclusive. This should include (but not necessarily be limited to): drivers, vehicles, fuel, all required licensing, insurance, vehicle equipment, vehicle maintenance, staff training, and staff evaluations. It shall also include qualified and licensed back-up drivers and vehicles, when needed, with the same specifications indicated in this document with no additional costs to LSU Health-Shreveport.

A. Route and Stops

The following routes and stop locations shall be included in the bid response:

Chevy Land Route

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The Chevy Land Route is shown in the figure below (arrows show the anticipated direction of travel).

Stop locations are as follows:

- a. Chevy Land: Linwood
- b. Medical Education Building: Entrance
- c. Allied Health: Loading Dock

The University reserves the right to change or delete routes and will notify vendor.



B. Hours of Operation – All routes will operate Monday through Friday with the exception of LSUHSC-S holidays.

New Year's Day
President's Day
Good Friday
Day after Easter
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Day before Christmas Eve
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day

If holidays change, vendor will be notified.

1. 6:30 a.m. to 7:00 p.m. each day excluding Saturday and Sunday

a. Contractor shall operate two (2) 25-passenger or greater capacity bus.

Total operational hours per day –12 hours 30 minutes

LSUHS-S may choose to expand or eliminate hours of operation at the same rates and terms included in the bid award. LSU Health-Shreveport will require two shuttles all day based on riders and will adjust shuttles based on volume of riders. LSUHS may also choose to provide shuttle services for incidental purposes, on weekends, or on holidays. A separate rate shall be presented for incidental, weekend, and holiday service in the bid response; however, this rate will not be considered in the bid award. If demand decreases or increases, **LSU Health-Shreveport has the right to reduce or add shuttle service hours based on volume and events.**

C. Approximate Route Distances

1. Chevy land Route: 1.mile

D. Responsibility of Contractor

At their own expense, the Contractor shall:

1. Obtain all necessary license and permits
2. Take precautions necessary to protect persons and property against injury or damage and be responsible for any such damage or injury that occurs as a result of their fault or negligence.
3. Develop and enforce an accident reporting procedure. The Contractor shall notify LSU Health-Shreveport of any accident or incident and shall supply LSU Health-Shreveport a copy of their accident procedures prior to the start of service
4. Follow designated routes. No driver of the Contractor shall deviate from regular routes and schedules, except in the case of emergency street closure, without first contacting LSU Health-Shreveport for authorization. Major deviations due to construction or other reasons will be approved by LSU Health-Shreveport prior to implementation.
5. Follow all traffic laws. Contractor drivers observed by the LSU Health-Shreveport or Contractor personnel to be speeding shall be subject to a fine or disciplinary action from the Contractor for each occurrence.
6. Notify LSU Health-Shreveport of disruptions of service. The Contractor shall be required to notify LSU Health-Shreveport at the LSU Health-Shreveport Parking Office regarding any and all disruptions in service provision, including but not limited to vehicle breakdowns, detours, accidents, complaints, delays, and missed runs. Failure to report an accident or incident will subject driver to serious disciplinary actions and possible dismissal. All matters above shall be the subject of detailed reports requiring supervisory and management investigation and action. The report formats shall require LSU Health-Shreveport approval.
7. Prepare reports. The Contractor shall, from time to time or upon request of LSU Health-Shreveport, prepare and deliver performance reports and other operating data as LSU Health-Shreveport may reasonably specify in a format approved by LSU Health-Shreveport.
8. The contractor will provide a communications system, either cell phone or radio, whereby the Parking office or campus police, can communicate with the operations manager who communicates with the drivers.
9. Provide LSU Health-Shreveport with a Commercial General Liability Policy of \$1,000,000 or more.
10. Established office in the Shreveport/Bossier area and/or must be within a 25 miles radius (must show lease)

11. Supplier must provide 3 references.

E. Personnel

1. Drivers must have a Commercial Driver's License, Class C, and passenger endorsement.
2. The Contractor shall be responsible for the day-to-day management, operation and maintenance of the contract
3. The Contractor shall employ all personnel associated with the system. The Contractor, in performing services herein described, shall as an independent Contractor and shall have direct control over work being performed and their associated personnel.
4. The Contractor shall be solely responsible for establishing employee wages, benefits, work rules, drug testing and background checks, etc. Employees of the Contractor shall not be considered employees of LSU Health-Shreveport and the Contractor's employees shall not be entitled to any wage or benefit package provided by LSU Health-Shreveport to its employees.
5. All drivers must be able to read, write and speak English and must possess the proper rated licenses for the vehicles they are operating.
6. The Contractor shall ensure that all employees exhibit the utmost courtesy to passengers and the public.
7. Personnel must promptly give name when asked.
8. The Contractor shall be responsible for overseeing that all drivers are properly attired. Drivers shall be provided uniforms at the Contractor discretion. In all cases, drivers shall wear clean shirts, pants, hard-soled shoes and must wear a name tag that is easily visible to riders. LSU Health-Shreveport reserves the right to have the Contractor removed from service any if driver is inappropriately attired.
9. Breaks shall not be taken during peak operating times or when only one bus is in service.

F. Vehicles

1. Vehicles will have a minimum capacity of 25 passengers.
2. All buses provided are to have their interiors freshly painted or thoroughly cleaned prior to the service start date. Bus interiors at time of service start-up, will be clean and free of graffiti, rust, stains, or other markings that represents

- a dirty or un-kept appearance. All bus interior panel and fixtures shall be securely affixed so that they do not rattle, come loose, or present a safety hazard.
3. Passenger seats will be clean and free of rips, tears, cuts or graffiti. Within each bus, all seats must be of similar style and color.
 4. Towing service will be the responsibility of the Contractor.
 5. Exteriors shall be clean and interiors shall be swept, trash emptied, dusted and spot mopped once daily and shall be fully mopped, window cleaned and drivers area cleaned once weekly, and shall be fully cleaned throughout once monthly
 6. The Contractor shall maintain minimum standard of "on-time service" of at least ninety-five percent (95%) on a daily basis. "On-time" shall be defined as arriving at a campus shuttle stop at the scheduled route start time.
 7. The Contractor shall maintain properly operating heating and air-conditioning system on all buses used in contract service. Properly operating as used herein is defined as a functioning system capable of maintaining an interior ambient temperature of between 70F and 80F at all times when the bus is in service. No bus shall be operated for longer than 4 hours without properly functioning heating or air-conditioning system.
 8. In the event of an in-service breakdown, a drivers' absence, or other service related problem, the Contractor upon notification or knowledge of a problem shall provide means to dispatch buses so as to resume normal service within ½ hour. Dispatched buses shall be capable of resuming normal service upon arrival at location.
 9. The Contractor shall ensure that no bus trips are operated over-capacity, which is defined as a full seated load plus standees equal to seventy-five percent (75%) of the seated capacity.
 10. The Contractor shall be responsible for the proper use, care and maintenance of all vehicles and equipment.
 11. The Contractor shall at all times, maintain all buses utilized in the contract in such a manner as to comply with all U.S. DOTD safety rules and regulations that pertain to the carriage or transportation of the traveling public.
 12. The Contractor shall include with the bid response the age, make and model of the buses proposed to be used. LSU Health-Shreveport reserves the right to inspect the buses prior to bid award.
 13. Vehicles must be able to accommodate people with physical disabilities. LSU Health-Shreveport must have one bus with a wheelchair lift and will call to get one when necessary. All equipment shall be properly approved for the use of accommodating passengers with physical disabilities.

14. Contractor must provide their own parking storage/spaces for buses when not in use.

G. Fuel Adjustment

LSU Health-Shreveport requires a fix per-hour rate for shuttle service; however, a fuel adjustment factor shall be considered for fluctuations in fuel prices. LSU Health-Shreveport will consider fuel adjustments in the cost per hour upon each invoice date based upon the change, up or down, in the US average diesel prices as measured and published by the Department of Energy (www.eia.doe.gov). The base-line fuel cost will be the U.S. Average On-Highway Diesel Price (All Types) or Gasoline-All Grades Regular Conventional Areas Price for the month of the bid award. The rate may be adjusted on a quarterly basis based on every 25 cent movement in fuel (up or down), the hourly rate will increase or decrease by 1%.

H. Technology

Vehicle Tracking: The vendor must provide a mobile application for iPhone and Android that will allow staff and students the ability to track the shuttles around the campus in real-time using GPS technology. The app must allow for a universal login that easily identifies where the shuttles are located on campus. Must provide vehicle tracking and camera footage within 24 hours of request.

Ride Hailing: This same mobile app must include the hail-a-ride function, which will help ensure shorter wait times. Once the ride has been hailed, the mobile app will show the location of the vehicle and its driving direction. At the time a ride is hailed, the driver will be notified of the pick-up and drop off locations for each hailed ride.

The mobile applications for the smart phones must be installed and ready at the time of bid opening. Please include screenshots in your bid packet and be prepared to demonstrate the mobile application at this time.

Cameras: Vendor vehicles are required to have a least a front and rear facing camera with audio recording.

Payment Terms

Invitation to Bid

Vendor will submit a periodic invoice a minimum of once a month. The invoice will include hours and days that each bus operated. A passenger count log shall be included with the invoice.

Performance Bond:

LSU Health-Shreveport will require the successful Contractor to furnish a Performance Bond and labor and material payment bond, within thirty (30) calendar days of official written notice (letter of award), in the sum of 50% (fifty percent) of the total amount of their bid, for the full term of the contract. Bonds shall be made payable to the Board of Supervisors, Louisiana State University and Agricultural and Mechanical College. These bonds must be issued from a surety licensed to conduct business in the State of Louisiana and with a rating of "A:VII" or better in the most current published edition of the AM BEST Insurance Guide.

Note: NO OTHER FORM OF PERFORMANCE BOND WILL BE ACCEPTED

**** EXHIBIT A ****

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor 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 Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability "occurrence" coverage form CG 00 01 (current form approved for use in Louisiana). **"Claims Made" form is unacceptable.**
2. Insurance Services Office form number CA 00 01 (current form approved for use in Louisiana). The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers' Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor 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.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. 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.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions. At the option of the Agency, the Contractor 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 Coverages
 - a. The Agency, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured's" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees or volunteers.

- b. The Contractor's insurance shall be primary insurance as respects the Agency, its officers, officials, employees, Boards and Commissions or volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The Contractor'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. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to the Agency.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the Agency with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insured's under its policies OR shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save and hold
Contractor/Subcontractor
harmless the University, State of Louisiana, all State Departments, Boards and Commissions, its
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 _____, its agents, servants, and _____
_____ employees or any and all costs,

Contractor/Subcontractor
expense and/or attorney fees incurred by _____, as a result of any
Contractor/Subcontractor
claims demands and/or causes of action except of those claims, demands, and/or causes of action
arising out of the negligence of the University, State of Louisiana, all State Departments, Boards,
Commissions, its agents, representatives, and/or employees.

_____ agrees to investigate, handle, respond to,
Contractor/Subcontractor
provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to
bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or
fraudulent.

Accepted by _____

Company Name

Signature _____

Title _____

Date Accepted _____

Is Certificate of Insurance Attached ____ Yes ____ No

Contract No. _____ for _____

Louisiana State University & A & M College

PURPOSE OF CONTRACT: _____