



Return this **SIGNED** form to:  
Louisiana Tech University  
Office of Purchasing  
PO Box 3157  
208 Keeny Circle, RM 408  
Ruston, Louisiana 71272

## INVITATION TO BID

**DO NOT SHIP BASED UPON THIS BID**

**Bid Number:** 50012-620-26 **Bid Title:** Hauling Services for Football Equipment Trailer

### Bid Schedule:

Pre-Bid Conference:

N/A

Bid Submission Deadline / Opening:

August 8, 2025 @ 10:00 AM

**Bidder agrees to comply with all conditions below and attached to this request.**

**Prices are to be complete and the FOB point is to be Louisiana Tech University unless otherwise specified.**

### Bidder Information: (Bidder to provide all required information)

(Full Company Name)

(Full Street or Mailing Address)

(City)

(State)

(Zip)

(Phone)

(Email)

(Fax)

(Company Quote Number if Applicable)

**PRICES MUST BE FIRM FOR AT LEAST 30 DAYS FROM BID OPENING DATE**

**FAILURE TO SIGN BELOW IN INK SHALL DISQUALIFY BID**

Typed or Printed Name / Title

Authorized Signature

The Louisiana Tech University Office of Purchasing is seeking SEALED BIDS for the following:

Hauling Services for Football Equipment Trailer

**\*No Bid Bond is required for this solicitation\***

**\*\*See Attached Bid Specifications for additional details\*\***

**ALL BIDS MUST BE RETURNED TO THE LOUISIANA TECH UNIVERSITY OFFICE OF PURCHASING VIA MAIL OR IN PERSON.**

The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Louisiana Tech University is not responsible for any delays caused by the bidder's chosen means of delivery.

For questions regarding specifications, please contact the Office of Purchasing at 318-257-4205 or [purchasing@latech.edu](mailto:purchasing@latech.edu). Please ensure that the above bid number appears on all communications.

**IMPORTANT:** If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items.

The Louisiana Tech University Office of Purchasing is now accepting SEALED BIDS for Hauling Services for Football Equipment Trailer. The purpose of this solicitation is to establish an agreement to furnish labor, materials, permits, supplies, etc. necessary to provide the hauling services of the equipment trailer for the football team in strict accordance with the specifications outlined in this SEALED BID solicitation.

Bidders shall be required to submit a per mile price for this solicitation. This per mile pricing shall be inclusive of all related charges, including but not limited to, excise taxes, federal fees, fuel and fuel surcharges, tolls, insurance fees, relief drivers, services, gratuities, or other trip expenses not specifically outlined in this solicitation.

The awarded vendor will be provided, prior to the transportation event, an itinerary from the University's Football Equipment Staff detailing the event's start date and time. This schedule will provide the awarded vendor with required arrival times for the trailer at the event's location. It will be the awarded vendor's responsibility to fully brief their drivers prior to departure. The awarded vendor's driver shall also meet with the University Football Equipment Staff prior to departure. The awarded vendor's driver shall also provide his / her contact information to the University Football Staff prior to departure.

The awarded vendor shall be responsible for all maintenance and repair of all tractor units. In the event of a mechanical malfunction or breakdown, the awarded vendor will be responsible for providing a replacement unit so that the equipment trailer will arrive at the scheduled location in accordance with the provided schedule. All costs associated, such as towing or mechanical services, with this type of event are the responsibility of the awarded vendor. Maintenance facilities will not be available on campus to perform any maintenance functions. Any backup or replacement tractor units should be provided within one (1) to three (3) hours of a trip being delayed for any reason other than inclement weather along the route that cannot be driven through or bypassed safely. In the event of a mechanical malfunction or breakdown, the awarded vendor will communicate with University's Football Equipment Staff regarding the mechanical malfunction or breakdown to ensure that the equipment trailer is delivered according to the schedule.

In the event that the awarded vendor must outsource a backup unit; the awarded vendor shall provide all contact information to the University Football Equipment Staff to include company name and company telephone number. The University has the right to reject or approve this backup unit.

### **Mandatory Requirements**

Failure to meet all of the listed mandatory requirements will result in the vendor's bid to be rejected and deemed non-responsive.

### **Certification Statement:**

The Bidder must sign and include the Certification Statement as set forth in this solicitation document. The signature of the Bidder's Authorized Representative must be an original signature in ink, not a typed or electronic signature.

Schedule of Items

### **Bid Form:**

The bidder must submit a bid on the form contained in this submission. The proposal **MUST** be signed in ink, and all blanks should be filled in for every applicable blank. Items left blank will not be awarded to the bidder. It is necessary to bid on all items, as this will be an all-or-none bid. The bidder must state the unit price (written in ink or typewritten) for each item.

### **Certificate of Insurance:**

The awarded vendor shall be required to submit a certificate of insurance prior to the issuance of a purchase order.

**DOT Number:**

All bidders must supply their DOT number on the bid form.

**FMCSA Compliance:**

The awarded vendor shall be in compliance with the Federal Motor Carrier Safety Association (FMCSA) and must provide documentation to that end with the bid submission.

## Detailed Bid Specifications:

### Scope of Work:

1. The awarded vendor shall provide a tractor to pull the University's existing 53' x 8.5', 2-axel trailer. The tractor shall meet the following minimum specifications:
  - a. 2010 or newer
  - b. 300 gallon fuel capacity
  - c. Gross Vehicle weight – 88,000 lbs max combined
  - d. Red, white, or blue in color and / or wrap to be complimentary color to the University's existing trailer. (The awarded vendor will be responsible for all paint / wrapping costs)
  - e. University approved signage or branding to compliment the University's existing trailer. (The awarded vendor will be responsible for all paint / wrapping costs)
  - f. The exterior of the tractor must be well-painted, clean, and no signs of damage.
2. All operators / drivers provided by the awarded vendor shall possess a Class A CDL with air brakes endorsement. The awarded vendor's operator(s) must be capable or providing a travel day response time of one (1) hour.
3. Bids will only be accepted from vendors with the following credentials: Entity Type must be listed as a 'Carrier' by the Federal Motor Carrier Safety Association (FMCSA) / DOT. The awarded vendor must also be in an 'Active' status and in a satisfactory status with FMCSA. The entity type of 'Broker' will not be accepted.
4. The awarded vendor shall inspect and accept the University's existing trailer for use on the roadway. The University shall be responsible for the costs of all inspections or DOT certifications of the existing trailer only.
5. The University reserves the right to require that the awarded vendor to provide the same driver / operator for all away games.
6. All bidders shall supply their DOT number with their bid submission.
7. All bidders shall be in compliance with the FMCSA and must provide documentation of such with their bid submission.
8. Verification of all licenses shall take place after bids have been opened and tabulated.
9. The University will provide a hotel room for the awarded vendor's operator(s) / driver(s) at the team's hotel, but the awarded vendor shall be responsible for the operator / driver meals.
10. The tractor will need to depart from the Davison Athletic Complex loading dock on the campus of Louisiana Tech University approximately 48 hours prior to event kickoff, subject to adjustment based upon the location of the opponent team. It will be the responsibility of the awarded vendor to ensure that the University's Football Equipment Trailer is at the game location at least twenty-four (24) hours prior to kickoff; subject to the itinerary provided by the University Football Equipment Staff. The University will provide the awarded vendor with an itinerary indicating dates, times, and locations of where the equipment trailer is expected to be picked up and dropped off.

11. The awarded vendor's operator(s) / driver(s) are performing these duties as an employee of the awarded vendor, not an employee of the University. The University will not accept bids from companies that intend to subcontract the work to multiple operators or outlets. Continuity and consistency in service is essential.
12. The awarded vendor's operator(s) / driver(s) are expected to obtain directions and maps for all destinations prior to departure.
13. The awarded vendor's operator(s) / driver(s) are expected to arrive at the University no later than thirty (30) minutes to one (1) hour prior to departure time.
14. Services should be flexible, including the ability to change the itinerary, if necessary, adding up to thirty (30) total miles or 3 hours in time. All travel schedules are subject to change resulting from game time changes, television broadcasting, weather, etc.
15. In case of inclement weather or other acts of God, the University may cancel and reschedule one or more athletic events. The University will not be charged for failure to use the service on the scheduled day, no matter the time of notice.
16. The University will make efforts to reschedule the athletics event at a time where the service will be utilized. The University will not be charged if twenty-four (24) hours notice is given.
17. The awarded vendor shall be required to provide the University with a certificate of insurance prior to the issuance of a purchase order. The insurance requirements are attached to this solicitation.
18. The University may require the awarded vendor to pull the University's Football Equipment Trailer to functions other than away football games; such as a Spring practice session in Shreveport, LA or an Alumni function around the state or in surrounding states. If the University elects to utilize that option, notification and arrangements will be made with the awarded vendor regarding an itinerary. The same per-mile pricing shall apply for these events.

## 2025 Away Game Schedule

Opponent	Location	Date	Estimated One-way Mileage	Estimated Total Mileage
LSU	Baton Rouge, LA	9-6-2025	220	440
UTEP	El Paso, TX	9-27-2025	891	1782
Kennesaw State	Kennesaw, GA	10-9-2025	545	1090
Delaware	Newark, DE	11-8-2025	1222	2444
Washington State	Pullman, WA	11-15-2025	2197	4394
Missouri State	Springfield, MO	11-29-2025	380	760
*potential of a conference championship and / or bowl game				

Athletic competition schedules are tentative; therefore, dates and times of departure are subject to change during the season. The University's Football Equipment staff will communicate with the awarded vendor if any changes to start times or dates are made.

Post season games are possible and the awarded contractor will be required to possibly provide services for up to four (4) post season games. The per-mile cost bid shall be inclusive of any post-season games. The award for this solicitation will

be made strictly based upon per mile pricing. The University shall notify the awarded vendor of opponent and destination of post season games within 48 hours of confirmation.

**Audits:**

The University reserves the right to have representatives of the University and / or the State of Louisiana inspect the records maintained by the awarded vendor concerning products and services described therein.

## Bid Submission Form

**This page is to be submitted with Bid Response**

I / we propose to furnish all labor, materials, equipment, transportation, supervision, etc., necessary to provide round-trip hauling services of the University Football Equipment Trailer for away games for Louisiana Tech University in Ruston, Louisiana in strict accordance with the specifications listed herein. Prices to remain firm until July 31, 2026.

Per mile cost for Away Game Hauling Services \$\_\_\_\_\_ per mile  
(price per mile must be inclusive of all charges and fees)

DOT Number: \_\_\_\_\_

FMCSA / DOT Entity Type: \_\_\_\_\_

**\*Please remember to review all of the mandatory bid requirements prior to submitting your bid\***

*Failure to meet all of the listed mandatory requirements will result in rejection of your bid without further consideration.*

### Payment of Taxes

Louisiana Tech University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any project.

All invoices shall reference the Purchase Order number and shall be limited to the above-offered price(s).

Quantities listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to increase or reduce the quantity as needed if in the best interest of the University.

### Addenda Acknowledgement(s)

The Bidder acknowledges receipt of the following addenda (if applicable):

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

By submitting your bid and your signature on page one (1) of this solicitation, you are acknowledging that you understand and agree that your company is capable of supplying the products in the timeline you have provided for the price(s) submitting in your bid.

Louisiana Tech University reserves the right to reject any and all bids submitted.

## CERTIFICATION STATEMENT

**This page is to be submitted with Bid Response**

The undersigned hereby acknowledges that he / she has read and understands all required specifications of the Invitation to Bid, including all attachments.

OFFICIAL CONTACT. The University requests that the Bidder designate one person to receive all documents and communications regarding University travel bookings, itineraries, and other communications. Please identify the Vendor's Primary Point of Contact for the University. (Please print clearly)

Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Secondary Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

The Bidder certifies that the above information is true and grants the University permission to contact the above named person or otherwise verify the information provided. By its submission of this proposal and authorized signature below, the Bidder certifies that:

1. The information contained in its response to this Invitation to Bid is accurate.
2. The Bidder complies with each of the mandatory requirements listed in the Invitation to Bid and will meet or exceed the requirements specified herein.
3. The Bidder agrees to provide all tasks, services, and deliverables listed as specifications for the total cost stated on the bid form.
4. The Bidder accepts the procedures, evaluation criteria, mandatory terms, and all other administrative requirements set forth in this Invitation to Bid.
5. The Bidder confirms that its bid will be considered valid until an award is made.
6. The Bidder represents that they have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. The Bidder certifies, by signing and submitting a proposal for \$25,000.00 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

Job Title: \_\_\_\_\_

Vendor / Company Name: \_\_\_\_\_

Vendor / Company Physical Address: \_\_\_\_\_

Vendor / Company Remit To Address (if different from above): \_\_\_\_\_

Vendor City: \_\_\_\_\_ Vendor State: \_\_\_\_\_ Vendor Zip: \_\_\_\_\_

Signature of Bidder's Authorized Representative: \_\_\_\_\_

(Signature SHALL be **HAND SIGNED** in ink. Typed signatures are not allowed)

Date of Signature: \_\_\_\_\_





# Louisiana Tech University

Division of Finance  
Office of Purchasing

## **THIS IS A REQUEST FOR A SEALED BID INSTRUCTIONS TO BIDDERS**

1. Read the entire bid, including all terms and conditions and specifications.
2. Louisiana Tech University is not liable for any cost incurred by the bidders prior to execution of a contract and the issuance of a purchase order. Any bidder who ships or otherwise expends time or money prior to award as defined does so at the bidder's own risk.
3. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder. If the bidder needs to submit a change, question, exception, or modification to any aspect of the bid specifications, terms, conditions, or bidder instructions, must do so in written form submitted to the Louisiana Tech University Office of Purchasing prior to the bid opening date. All responses and/or addenda will be officially submitted by the Louisiana Tech University Office of Purchasing 72 (seventy-two) business hours before the bid opening date. Business hours is defined as University operating hours while the University is open. Unless received as specified above, all bid information will remain unchanged.
4. This bid is to be manually signed in ink.
5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Destination, unless otherwise provided in the solicitation. Bids requiring deposits, "payment in advance" or "C.O.D" may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
6. Amount of bid bond required: every bid submitted for in excess of fifty thousand dollars shall be accompanied by a bid bond guaranteed by a surety company qualified to do business in the state of Louisiana. The bid bond shall be for five percent of the official bid amount.
7. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number; or submitted in the special envelope, if furnished for that purpose. The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The University is not responsible for any delays caused by the bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Bids received after the due date and time will not be considered.
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.
9. Important: By signing the 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. This bid is to be manually signed in ink by a person authorized to bind the vendor (see no. 27). All bid information shall be in ink or typewritten.
10. Address all inquiries and correspondence to the Louisiana Tech University Office of Purchasing at the address and telephone number listed herein.

11. Bid forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, and properly signed (see no. 27). Bids submitted in the following manner will not be accepted:
  - A. Bid contains no signature indicating intent to be bound;
  - B. Bid sent by facsimile equipment;
  - C. Bid filled out in pencil; and
  - D. Bid not submitted on the designated bid forms.
12. Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered.
13. 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. If bidding other than the requested brand or product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Unless otherwise specified in the solicitation document, 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 name of the product offered in the bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. See bid document for full requirements.
14. New Products: Unless specifically called for in the solicitation documents, 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 documents. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.
15. Louisiana Tech University 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. This agreement is non-exclusive and shall not in any way preclude Louisiana Tech University from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
17. 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 the Louisiana Tech University Purchasing Office during normal working hours. Written bid tabulations will not be furnished prior to 72 hours.
18. Prices: Unless otherwise specified by Louisiana Tech University 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.
19. Taxes: Vendor is responsible for including all applicable taxes, fees, and tariffs in the bid price. Louisiana Tech University 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.
20. Contract renewals: In the event that bid specifications include a renewal option, a term contract may be extended for two additional 12-month periods at the same prices, terms, and conditions upon mutual agreement of the State of Louisiana agency and the contractor. In such cases, the total contract term cannot exceed 36 months.

21. Contract cancellation: Louisiana Tech University has the right to cancel any contract, in accordance with purchasing 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 vendor; (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. Louisiana Tech University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for complaint deliverables in progress.
22. Applicable law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
23. 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.
24. The bidder agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, 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 this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. 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.
25. Special accommodation: 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 the Louisiana Tech University Office of Purchasing 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, the state, 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 state, its officers, its agents or its employees.
27. Signature authority: Attention: R.S. 39:1594(c) (4) requires evidence of authority to sign and submit bids to the State of Louisiana. You shall indicate which of the following apply to the signer of this bid.

Please circle one:

- 1) The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership must be submitted to this office before contract award.
- 2) The signer of this bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as Corporate Resolution, Certification as to Corporate Principal, etc. If this

applies, a copy of the resolution, certification, or other supportive documents must be attached hereto.

- 3) The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
28. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, 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 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.
29. It is agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts which relate to this contract.
30. The continuation of this contract is contingent upon the appropriation of funds 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 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract.
31. Whenever a public entity enters in to a contract in excess of five-thousand dollars (\$5,000) for the construction, alteration, or repair of any Public Works, the official representative of the public entity shall reduce the contract to writing and have it signed by the parties. When an emergency as provided in R.S. 38:2212(D) is deemed to exist for the construction, alteration, or repair of any Public Works and the contract for such emergency work is less than fifty-thousand dollars (\$50,000), there shall be no requirement to reduce the contract to writing (R.S. 38:2241).
32. For each contract in excess of twenty-five thousand dollars (\$25,000) per project, the public entity shall require of the contractor a bond with good, solvent, and sufficient surety in a sum of not less than fifty percent (50%) of the contract price for the payment by the contractor or subcontractor to claimants as defined in R.S. 38:2242. The bond furnished shall be a statutory bond and no modification, omissions, additions in or to the terms of the contract, in the plans or specifications, or in the manner and mode of payment shall in any manner diminish, enlarge, or otherwise modify the obligations of the bond. The bond shall be executed by the contractor with surety or sureties approved by the public entity and shall be recorded with the contract in the office of the recorder of mortgages in the parish where the work is to be done not later than thirty days after the work has begun.
33. For construction projects falling within classifications of 37:2150 the bidder must be fully qualified under any state or local licensing law for contractors in effect at the time and at the location of the work before submitting his bid. In the state of Louisiana, revised statutes 37:2150, et seq. Will be considered, if applicable. The contractor shall be responsible for determining that all of his sub-bidders or prospective subcontractors are duly licensed in accordance with law. On any bid in excess of fifty thousand dollars (\$50,000), the Contractor shall certify that he is licensed under R.S. 37:2150-2163 and show his license number on the bid. The bid envelope shall be identified on the outside with the Name of the Project, Bid Number, Bid Time, the Name of the Bidder and the License Number of the Bidder.
34. 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.

35. Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries - In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following: 1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; 2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veteran Affairs or the Louisiana Department of Veteran Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous three (3) tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurship to participate in contracting and procurement with the State. Key features of the programs are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurship

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>.

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for the participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed by <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>. For additional information regarding certification, please contact the LED at 800.450.8115 or 225.342.3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at [www.vetaffairs.al.gov](http://www.vetaffairs.al.gov).

The State of Louisiana is committed to the success of this program and encourages your participation.



# Louisiana Tech University

Division of Finance  
Office of Purchasing

## INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase 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, its agents, representatives, employees or subcontractors.

### 1. Minimum Scope and Limits of Insurance

#### a. Workers' Compensation

Workers' Compensation insurance shall be in compliance with the Workers' Compensation laws of the State of the Contractor's headquarters. Employers' Liability is included with a minimum limit of \$5,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers' compensation coverage only.

#### b. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

#### c. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$5,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

#### d. Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the Contract. It shall provide coverage for the duration of the Contract and shall have an expiration date no later than 30 calendar days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than 24 months, with full reinstatement of limits, from the expiration date of the policy.

#### e. Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the Contract. It shall provide coverage for the duration of the Contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

## **2. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

## **3. Other Insurance Provisions**

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

### **a. Commercial General Liability and Automobile Liability Coverage**

- i. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the Contractor. ISO Form CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalent, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- ii. The Contractor's insurance shall be primary as respects to the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the Contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

### **b. Workers' Compensation and Employers' Liability Coverage**

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

### **c. All Coverages**

- i. All policies must be endorsed to require 30 calendar days' written notice of cancellation to the Agency. 10 day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, the Contractor is required to notify the Agency of policy cancellations or reductions in limits.
- ii. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant Certificate of Insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- iii. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- iv. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

## **4. Acceptability of Insurers**

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers' compensation coverage only.



2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

**5. Verification of Coverage**

1. The Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. 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 and upon any Contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder shall be listed as follows:  
State of Louisiana  
Agency Name, Its Officers, Agents, Employees and Volunteers  
Address, City, State, Zip  
Project or Contract #:
3. In addition to the Certificates, the Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the Contract.

**6. Subcontractors**

The Contractor shall include all subcontractors as insured under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

**7. Workers' Compensation Indemnity**

In the event the Contractor is not required to provide or elects not to provide workers' compensation coverage, the parties hereby agree that the Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers' Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of the Contractor, its owners, agents and employees. The parties further agree that the Contractor is a wholly independent Contractor and is exclusively responsible for its employees, owners, and agents. The Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of the Contract.