

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			07/31/2025 11:00 AM CT	
SOLICITATION RFQ-0000002585 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 Alexandra Torres Huber Buyer Phone +1 (225) 578-9398 Buyer Email atorre6@lsu.edu Issue Date 07/17/2025	
TITLE: COLLECTION & SORTING SERVICES: PLASTIC BOTTLES & METAL CANS - TERM CONTRACT				
<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
SOLICITATION RFQ-0000002585	DUE DATE 07/31/2025	DUE TIME 11:00:00 AM
1. Bid Submission Information		
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 (This email address should be used for bid submissions only). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.		
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.		
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.		
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.		
2. Bid Opening Information		
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: https://lsu.zoom.us/meeting/register/tJwvcuygqTltHtZZWmWrGBCjXxstyfiETx33		
After registering, a confirmation email will be provided containing information about joining the bid opening.		
No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.		
If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.		
3. Insurance Requirements		
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.		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 3
SOLICITATION RFQ-0000002585	DUE DATE 07/31/2025	DUE TIME 11:00:00 AM
<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" email address no later than the due date and time specified herein. 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. 		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 4
SOLICITATION RFQ-0000002585	DUE DATE 07/31/2025	DUE TIME 11:00:00 AM
<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>		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 5
SOLICITATION RFQ-0000002585	DUE DATE 07/31/2025	DUE TIME 11:00:00 AM
<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>		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 6
SOLICITATION RFQ-0000002585	DUE DATE 07/31/2025	DUE TIME 11:00:00 AM
<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	
SOLICITATION RFQ-0000002585		DUE DATE 07/31/2025		DUE TIME 11:00:00 AM		
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: LSU 100 Facility Services Baton Rouge, LA 70803						
1	Initial Site Survey & Frequency Evaluation- Supplier shall perform an initial on-site assessment of each designated Service Area to determine baseline recycling generation volumes, evaluate and document cart fullness, contamination indicators and site specific operational considerations. This assessment will support the development of customized service frequency recommendations, which shall be submitted at the end of the 4-8 week assessment phase. Cost shall include labor, transportation and documentation and submission of findings for each site evaluated. Price shall be based on a per month basis.	2	Month	\$ _____	\$ _____	
2	Cart Removal/Relocation- All Service Area Locations (One Time Charge) - Supplier shall remove, empty and relocate all existing University supplied Carts (approximately 184 units) from all Service Area locations to one designated location on the University's main campus. Supplier shall ensure that any remaining contents within Carts are source separated in accordance with the program guidelines. All Carts must be transported in a neat and organized manner.	1	Each	\$ _____	\$ _____	

PRICE SHEET			INVITATION TO BID		Page 8	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
3	Cart Deployment- All Service Area Locations (One Time Charge) - Supplier shall deploy new or reallocated University supplied Carts (approximately 183 Carts) to all Service Area locations. This price shall include label & liner (supplied by the University) installation for each Cart. Deployment must follow site-specific configurations outlined by the University.	1	Each	\$ _____	\$ _____	
4	Routine Bi-Weekly (EOW) Collection of designated Containers at approximately 73 Service Area locations. This shall include emptying of Containers, visual assessment an documentation of cart fullness, proper return of Containers to authorized location and transport of collected materials to the designated LSU sorting site.	26	Week	\$ _____	\$ _____	
5	Routine Weekly Collection of designated Containers at approximately 34 Service Area locations. This shall include emptying of Containers, visual assessment an documentation of cart fullness, proper return of Containers to authorized location and transport of collected materials to the designated LSU sorting site.	52	Week	\$ _____	\$ _____	

PRICE SHEET			INVITATION TO BID		Page 9	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
6	Routine Weekly Collection of designated Containers at all Service Area locations. This shall include emptying of Containers, visual assessment an documentation of cart fullness, proper return of Containers to authorized location and transport of collected materials to the designated LSU sorting site.	34	Week	\$ _____	\$ _____	
7	Flexible Collection (Monitor Only /As Needed Basis): Collection of designated Containers at non-scheduled locations, that may be required on an as-needed basis. Price shall include visual assessment, data documentation emptying of Containers, proper return of Containers to authorized location and transport of collected materials to the designated LSU sorting site. Price shall be based on a per site, per occurrence basis.	150	Each	\$ _____	\$ _____	

PRICE SHEET			INVITATION TO BID		Page 10	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
8	Program Recyclables Sortation - The hourly rate for performing source separation and sortation of Program Recyclables collected from designated Containers at the designated sortation site. Sortation shall include removal of contaminants and proper placement into designated transport units for delivery to approved processors. Rate shall encompass all labor, tools, PPE to carry out accurate and compliant material sorting in accordance with Sections 2.6 and 2.7 of the ITB.	400	Hour	\$_____	\$_____	
9	Reporting & Data Management- Monthly cost for compiling and submitting all required data and reports, as specified in the ITB. Supplier shall track and report on volumes of Program Recyclables by material type , contamination quantities and types and site-specific collection activity, along with any photographic documentation requested by the University. Pricing shall include implementation and maintenance of a barcode or electronic data tracking system.	12	Each	\$_____	\$_____	

PRICE SHEET			INVITATION TO BID		Page 11
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
10	<p>Hauling Fees of Plastic Program Recyclables - Cost per trip to transport sorted plastic Program Recyclables from the University designated sorting site to a University approved recycling processor. Supplier shall ensure that all transported materials meet processor specifications regarding quality and contamination thresholds. Each trip must be documented with University specific weight calculations, by material type and accompanied by certified processor receipts. Hauling fees shall include all vehicle related expenses and labor required to handle loading/unloading services.</p>	12	Each	\$_____	\$_____
11	<p>Trailer Rental Fee - 6'x12' or equivalent with 4' vertical walls constructed of metal or similar weather resistant material suitable for outdoor use. Monthly rental fee for each Supplier provided trailer used to support Program Recyclables collection on campus, including but not limited to special event deployment and overflow collection needs. Monthly rental rate shall include all maintenance, repairs, cleaning, labeling and operational upkeep required for a safe and functional unit. Pricing must account for delivery, and labor associated with servicing each trailer, as needed.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	12	Each	\$_____	\$_____

PRICE SHEET			INVITATION TO BID		Page 12	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
12	Event Setup (Small-Size Event) - Proper placement of University Supplied Containers to be used for the collection of Program Recyclables at small-sized events (1,000 - 5,000 attendees). Costs shall include both delivering and deploying Containers in accordance with the recommended standards set by the University, in preparation for University approved events requiring temporary collection services. Costs shall include labor, equipment and logistical support necessary to complete container delivery and setup prior to event start time.	25	Each	\$_____	\$_____	
13	Event Teardown (Small-Size Event) - Proper removal of all Containers used for the collection of Program Recyclables at small-sized events (1,000 - 5,000 attendees). Costs shall include both removing Containers and contents within Containers, transporting materials to the designated sorting location, and properly returning and storing Containers to their pre-event storage location. Costs shall include labor associated with removing all Containers and collection items from event site at the post-event removal timeline set by the University.	25	Each	\$_____	\$_____	

PRICE SHEET			INVITATION TO BID		Page 13	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
14	Event Setup (Mid-Size Event) - Proper placement of University Supplied Containers to be used for the collection of Program Recyclables at mid-sized events (5,001 - 9,999 attendees). Costs shall include both delivering and deploying Containers in accordance with the recommended standards set by the University, in preparation for University approved events requiring temporary collection services. Costs shall include labor, equipment and logistical support necessary to complete container delivery and setup prior to event start time.	25	Each	\$_____	\$_____	
15	Event Teardown (Mid-Size Event) - Proper removal of all Containers used for the collection of Program Recyclables at mid-sized events (5,001-9,999 attendees). Costs shall include both removing Containers and contents within Containers, transporting materials to the designated sorting location, and properly returning and storing Containers to their pre-event storage location. Costs shall include labor associated with removing all Containers and collection items from event site at the post-event removal timeline set by the University.	25	Each	\$_____	\$_____	

PRICE SHEET			INVITATION TO BID		Page 14	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
16	Event Setup (Large Scale Event) - Proper placement of University Supplied Containers to be used for the collection of Program Recyclables at large events (between 10,000 -20,000 attendees). Costs shall include both delivering and deploying Containers, in coordination with the University Representative and placement of containers across event zones and logistical planning to ensure accessibility and coverage. Each additional increment of 20,000 attendees will be billed as a separate large scale deployment charge, even if the event is singular. (i.e. 40,000 attendees would incur two large scale deployment charges). Costs shall include labor, equipment and logistical support necessary to complete container delivery and setup prior to event start time.	14	Each	\$ _____	\$ _____	
17	Event Teardown (Large Scale Event) - Proper removal of all Containers used for the collection of Program Recyclables at large-sized events (10,000 - 20,000 attendees). Costs shall include both removing Containers and contents within Containers, transporting materials to the designated sorting location, and properly returning and storing Containers to their pre-event storage location. Costs shall include labor associated with removing all Containers and collection items from event site at the post-event removal timeline set by the University. For events exceeding 20,000 attendees, removal costs shall be billed in additional large scale increments of 20,000 attendees per charge. (One large scale event with 40,000 attendees would incur two removals)	14	Each	\$ _____	\$ _____	

PRICE SHEET			INVITATION TO BID		Page 15	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
18	Additional Staff Labor - Supplemental Support (Hourly): Additional staff support beyond the routine service obligations that may be requested by the University for tasks such as large scale event assistance, special project support, or overflow handling. Labor provided under this rate must be pre-approved by the University Representative and shall be billed based on the verified hours worked.	100	Hour	\$ _____	\$ _____	
19	Container Rental - Events (Per Event, Per Unit) Daily rental of Supplier Provided Containers that are consistent and compatible with ClearStream recycling bins (single X frame metal unit 22"W X 22"D X 38"H) where the bag acts as the main body walls, wrapping around the top of the metal frame where the lid attaches) to be used for the collection of Program Recyclables at University events. All rented Containers must be delivered in a clean and functional condition. Supplier is fully responsible for damaged or lost Supplier provided Containers. Costs associated with setup and teardown of rented Containers shall not be included in the Rental fee, but in the setup and teardown rates. Specify Manufacturer / Brand Bid: _____ Specify Model / Number Bid: _____	100	Each	\$ _____	\$ _____	

SOLICITATION RFQ-0000002585

DUE DATE 07/31/2025

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
20	<p>Container Rental-Events (Bulk) - Event rental for Supplier provided Program Recyclable Containers when 50 or more units are rented for a single University event. All rented Containers shall be consistent and compatible with ClearStream recycling bins (a single X-frame metal unit (22"W x 22"D x 38"H) where the bag acts as the main body walls, wrapping around the top of the metal frame where the lid attaches). Containers must be delivered in a clean and functional condition. Supplier is fully responsible for lost or damaged Supplier provided Containers. Costs associated with setup and teardown of rented Containers shall not be included in the Rental fee, but in the setup and teardown rates.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	15	Each	\$ _____	\$ _____
21	<p>(OPTIONAL) Reusable Bag Rental for Events (Per Bag) - Rental costs for use of reusable bags (between 40 gal and 55 gal) to be used within Containers for events for Program Recyclable collection. Bags must be compatible with Clear-Stream style frames (22"W x 22"D x 38"H) and appropriately sized to support the collection of Program Recyclables without tearing during use. All bags must be perforated to allow for drainage of incidental liquids (beverage residue), while maintaining their structural integrity and preventing materials from falling out. Rental pricing shall include cleaning, inspection and replacement of worn or damaged bags. Supplier is responsible for all lost or damaged bags. Bag installation and removal shall be billed separately under event setup and teardown service pricing.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	100	Each	\$ _____	\$ _____

PRICE SHEET			INVITATION TO BID		Page 17	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
22	<p>(OPTIONAL) Reusable Bag Rental for Events (Bulk): A bulk rate for the rental of 50 reusable collection bags (between 40 gal and 55 gal) to be used for the collection of Program Recyclables at University events. Bags must be compatible to fit securely on Clear-Stream style container frames (22"W x 22"D x 38"H) and constructed from heavy duty tear resistant material that is delivered clean and ready for use. Bags must be perforated to allow for incidental liquid drainage without compromising the integrity of the bag from securing materials within it.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	50	Bundle	\$_____	\$_____	
23	<p>(OPTIONAL) Reusable Bag Fee for Events (Per Bag) - One time cost to purchase reusable collection bags (between 40 gal and 55 gal) for use with Clear-Stream style container frames (22"W x 22"D x 38"H) designated for event based Program Recyclables collection. Bags must be durable, washable, made of reusable material, in a color approved by the University, and sized accordingly. All bags must be perforated to allow for the drainage of incidental liquids (beverage residue), while maintaining their structural integrity and preventing materials from falling out.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	100	Each	\$_____	\$_____	

PRICE SHEET			INVITATION TO BID		Page 18	
SOLICITATION RFQ-0000002585			DUE DATE 07/31/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
24	<p>(OPTIONAL) Reusable Bag Fee for Events (Bulk): A bulk rate for the purchase of 50 reusable collection bags (between 40 gal and 55 gal) to be used for the collection of Program Recyclables at University events. Bags must be compatible to fit securely on Clear-Stream style container frames (22"W x 22"D x 38"H) and constructed from heavy duty tear resistant material that is delivered clean and ready for use. Bags must be perforated to allow for incidental liquid drainage without compromising the integrity of the bag from securing materials within it.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	3	Bundle	\$_____	\$_____	
25	<p>(OPTIONAL) Reusable Bag Fee for Carts (Per Bag) - One time cost to purchase reusable collection bags for use within 95 gallon Toter style collection Carts designated for routine collection services of Program Recyclables at Service Area locations. Bags must be durable, washable, made of reusable material, in a color approved by the University, and sized accordingly. All bags must be perforated to allow for the drainage of incidental liquids (beverage residue), while maintaining their structural integrity and preventing materials from falling out.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	200	Each	\$_____	\$_____	

PRICE SHEET		INVITATION TO BID			Page 19	
SOLICITATION RFQ-0000002585		DUE DATE 07/31/2025		DUE TIME 11:00:00 AM		
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
26	<p>(Optional) Reusable Bag Fee for Carts (Bulk) - A bulk rate for the purchase of 50 reusable collection bags within 95 gallon Toter style collection Carts designated for routine collection services of Program Recyclables at Service Area locations. Bags must be durable, washable, made of reusable material, in a color approved by the University and sized accordingly. All bags must be perforated to allow for the drainage of incidental liquids (beverage residue) while maintaining their structural integrity and preventing materials from falling out.</p> <p>Specify Manufacturer / Brand Bid: _____</p> <p>Specify Model / Number Bid: _____</p>	4	Bundle	\$_____	\$_____	

COLLECTION & SORTING SERVICES: PLASTIC BOTTLES & METAL CANS

1.1 INTRODUCTION & GENERAL OVERVIEW

Louisiana State University (LSU) spans over 2,000 acres in the southern part of Baton Rouge, Louisiana. Its more than 250 principal buildings are grouped on a 650-acre plateau that constitutes the main part of the campus. There are approximately 530 individual buildings on the flagship campus, comprising 13.1 million gross square feet of space.

The University's solid waste and recycling collection services are primarily administered through its Facility & Property Oversight Department (LSU – FPO). LSU-FPO oversees the collection services for both municipal solid waste and recoverable materials, serving a variety of internal and external customers across LSU buildings both on and off the main campus.

As of 2023, LSU's population consists of approximately 6,131 staff and faculty members and a total of 31,847 campus students; 9,617 of which live on campus grounds.

1.2 BACKGROUND INFORMATION

Historically, LSU has operated under a single-stream recycling system in which cardboard/paper, plastic bottles, and metal cans were commingled in a single Container. These materials were then transported to a centralized sortation facility – managed by either a contracted or a subcontracted Supplier – where they were separated by material type and distributed to individual processors for recovery. While this approach simplified user participation and collection logistics, it introduced significant challenges for the University. Most notably, there is a scarcity of recycling sortation facilities in the region that sort and market single stream recyclable materials. Limited market conditions have restricted the University from both service and pricing options and have hindered its ability to expand or improve the program. In addition, the previously utilized single-stream collection system offered minimal transparency or feedback on key performance indicators – such as material stream volumes and contamination rates – making it unattainable to monitor baseline performance and program effectiveness.

To improve program evaluation and performance, enhance operational efficiency, and address the limitations of current service offerings within the region related to single-stream recycling processing, the University is transitioning to a dual-stream recycling system that separately collects plastic bottles and metal cans from

cardboard and paper recyclables at the point of collection. The University aims for this approach to improve tracking of material types, increase the quality and marketability of collected Program Recyclables, reduce contamination rates, and provide more reliable data to support future program improvements.

1.3 PURPOSE

The goal of this program is to advance LSU's sustainability objectives by establishing a transparent and efficient system for collecting and sorting plastic bottles and metal cans. The University seeks to build a resilient recycling program that can adapt to market fluctuations while maintaining user accessibility and continuously improve recycling quality. The University is committed to ensuring long-term operational sustainability that achieves the objective of minimizing landfill waste. The selected Supplier will play a critical role in supporting these objectives by:

- Managing the collection of plastic bottles and metal cans (hereinafter will be referenced as Program Recyclables) from Containers at Service Areas.
- Supplying and staging up to twelve (12) six (6) by twelve (12), or similarly sized collection trailers at various locations on campus, as determined by the University, to support high-volume and/or event-based collection needs of Program Recyclables.
- Facilitating on-campus collection and sorting operations of Program Recyclables.
- Collecting and reporting data on material volumes, contamination rates, and site-specific trends.
- Identifying and providing recommendations on next-step opportunities to expand and enhance the University's Program Recyclables program, including strategies to increase material recovery, optimize service delivery and integrate additional service options for both LSU and the broader Baton Rouge community.

1.4 METHOD OF AWARD

Award shall be made to the lowest responsible and responsive supplier on an "all or none" basis for items 1-20. Items labeled as "Optional" (items 21-26) are for pricing purposes only and not a factor of award. Suppliers are not required to bid on items 21-26.

2.0 SCOPE OF WORK

The selected Supplier will:

- Inspect, empty, remove and relocate approximately one-hundred eighty-four existing ninety-five (95) gallon Carts currently used for Program

Recyclables collection from ninety-three (93) building locations to a designated University location.

- Ensure all remaining University Recyclables within existing carts are source-separated for proper recycling as a part of the removal process.
- Deploy all new Containers to Service Areas for the use of the University's Program Recyclables, in coordination with the University Representative.
- Routinely collect materials from Containers located at approximately 107 sites, across main campus and off-campus locations within East Baton Rouge Parish.
- Provide necessary collections based on volumes generated, to all site locations, with real-time tracking and reporting capabilities.
- Transport collected materials to an LSU designated sorting site.
- Perform material sortation at the designated University site to separate Program Recyclables based on material type and the specifications required by viable recycling processors to ensure suitability for remanufacture.
- Transport sorted plastic Program Recyclable materials to University approved recycling processors. The Supplier shall ensure LSU-specific material weights are calculated and corresponding weight tickets are supplied, per the University's request.
- Submit monthly reports to the University detailing the quantity and type of material collected, contamination levels and sortation outcomes.

The following additional services will be dependent on demand and utilized by request only:

- Provide event-based collection services of Program Recyclables, using designated collection Containers.
- Deliver, deploy, and/or remove designated Containers from event site locations, through the coordination of the University Representative.
- Offer event-based Container rental options that are consistent and cohesive with ClearStream recycling bins (A portable and collapsable single X-frame metal unit where the bag acts as the main body walls of the unit. The bag wraps around the top of the metal frame [approximately 22"W x 22" D x 38" H] and the lid that attaches to the top secures the bag in place).

Further details of the scope of services for this solicitation are described in the subsections below.

2.1 PROGRAM RECYCLABLES COLLECTION

The Supplier shall provide routine collection services for Program Recyclables from all Service Areas. Initial services will cover approximately one-hundred seven (107) service sites where up to one hundred eighty-three (183) Containers shall be staged to capture Program Recyclables generated from University buildings. Routine services may expand to additional locations and/or additional Containers may be needed at existing sites as the program evolves and new collection needs are identified. There are ninety-two (92) sites located across the University's main campus and seven (7) sites at off-campus locations within East Baton Rouge Parish that currently participate in routine recycling collections.

The Supplier shall provide collection services to all site locations identified in Attachment A, upon the Effective Date of the Agreement. Additional service locations may be added, or existing service locations may be removed at the discretion of the University, based on program needs and operational considerations. A campus-wide map is included in Attachment B, indicating each current Service Area location on the University's main campus.

Due to the infancy of the dual-stream recycling collection program and the absence of established collection data, the Supplier shall implement a flexible, data-driven collection model designed to adapt over time based on site-specific needs, material volumes and operational dynamics. The model shall include the following phased approach:

Phase 1 – Initial Assessment Period (First 4 – 8 Weeks)

- All Service Areas will be collected bi-weekly (every other week) at a minimum.
- During this period, approximately 30% of the collection sites, identified by the University as high-traffic or high-volume areas, shall be collected on a weekly basis to prevent overflow and ensure adequate capacity.
- The Supplier shall conduct visual and data-based evaluations of cart fullness, contamination levels, and material composition at each location during each service day.
- Notes and/or photographs shall be captured where overflow, underutilization or heavy contamination is observed.
- LSU-FPO may request service adjustments during this period, based on observed conditions or operational needs.

Phase 2 – Evaluation and Adjustment

- At the end of the initial assessment period, the Supplier shall compile and submit a collection frequency recommendation report, identifying trends and proposing adjustments for each site. The cost for these services shall be priced on Line item 01 of the price sheet on a per month basis.
- Site-specific service frequency may be adjusted based on:
 - Average fullness levels (e.g. at or near capacity = increase service, less than ½ full = consider reducing service)
 - Location and building-use type (e.g. academic buildings, residential halls)
 - Special event schedules or seasonal fluctuations

Phase 3 – Ongoing Optimization

- After adjustments are made, the Supplier shall continue to monitor performance and recommend further changes on a quarterly basis or as needed.
- Temporary increases in service frequency may be requested during peak periods (move-in, athletic events)
- Underutilized sites may be shifted to a “monitor-only” status, with service provided on an as-needed basis, subject to University approval.

LSU reserves the right to adjust collection frequencies or Container configurations at any site at its discretion, based on evolving campus needs, program expansion or operational constraints. The Supplier shall remain responsive to short-notice service requests and maintain capacity to scale services up or down as required.

2.1.1 FILL RATE THRESHOLD

The fill rate threshold for each Container used for Program Recyclables—which will determine whether a location requires collection on a given service day or may be skipped until the next scheduled visit — shall be coordinated between the University and the Supplier at the beginning of the Agreement term. This threshold will be used to assess Container fullness levels and guide service decisions, ensuring efficient collection operations and resource allocation. It will also serve as a performance benchmark for ongoing evaluation and adjustment needs to service frequencies throughout the Agreement term.

To support this process, the Supplier shall document and report Cart fullness levels during each service visit as a required collection data point captured, until a consistent volume is established at each collection site. This data will

be used by the University to verify threshold adherence, evaluate service effectiveness, and adjust service schedules accordingly.

2.2 COLLECTION DATA TRACKING

The Supplier shall provide a barcode or electronic recording system, including tags if applicable, and software to record collection data at each site location, including but not limited to:

- Date
- Time
- Site name and corresponding site number
- Cart fullness level (empty, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, full, overfilled)
- Notes (e.g. contamination, missing Carts, repairs needed, etc.)

Only collections that include complete data documentation will be considered billable. All costs associated with data-tracking must be included in the cost of services. LSU-FPO must be granted full access to collection logs and reporting information to facilitate service verification and ongoing program evaluation.

2.3 COLLECTION UNITS

The University reserves the right to utilize a combination of collection units to support collection efforts for Program Recyclables across campus. Collection units may include roll Carts, trailers or other collection Containers that are determined the most suitable based on site-specific needs, event requirements, or operational efficiency considerations.

At any point during the Agreement term, University supplied roll Carts may be replaced or supplemented with alternate Container types for routine collection services– such as trailers, (to be provided by the Supplier) – where it is determined that different equipment better suits the operational needs of a particular location or a group of locations as the University’s needs expand or evolve. The University will utilize the monthly trailer rental line item to cover this cost.

In the event that additional types of Containers are needed for purchase or rental, based on the changing needs of the University, the University and Supplier may negotiate additional pricing.

2.3.1 UNIVERSITY PROVIDED CONTAINERS

The University will supply 95-gallon roll Carts or similar container types for routine Program Recyclables collection at designated building locations. Containers will be clearly labeled for the exclusive use of plastic bottles and

metal cans. Labels will be supplied by the University and if requested, shall be affixed by the Supplier to University-provided Containers as part of the initial container deployment phase.

All University-supplied Containers must be lined with a bag to facilitate efficient collection, prevent material residue, and support ease of transport and sorting. Liners for University-supplied Containers shall be provided and replenished by the University. The Supplier shall monitor liner stock and promptly notify the University Representative if replenishment is required to prevent any disruption to collection services. The Supplier is expected to be a good steward of liner usage, ensuring that liners are used efficiently and not wasted or unnecessarily replaced when still serviceable. As an alternative approach to traditional liner usage, the Supplier may propose the use of reusable liners that fit securely on University-provided collection Containers. Reusable liners must be approved by the University prior to deployment. All reusable bags must be durable, washable, fit securely on Containers, and configured to maintain integrity during transport and material transfer. Costs associated with reusable bags designed to fit each University supplied Container type should be included in the bid, on the line items distinguished as optional on the price form. These items are for pricing purposes only and not a factor of award.

Reusable liner options may be further discussed, negotiated, or implemented at a later stage during the Agreement term based on operational needs and mutual agreement.

2.3.2 SUPPLIER PROVIDED CONTAINERS

The Supplier shall be responsible for procuring, supplying, and maintaining trailers used as a supplement to routine collection services or support special event-based collections. All trailers must meet the following requirements:

- Measure a minimum of 6 feet wide x 12 feet long.
- Constructed of metal or similar in durability, weather resistance and suitable for frequent outdoor use and repeated loading and unloading operations.
- Include four vertical walls with a minimum height of 4 feet.
- The two side walls of each trailer must allow for secure application of program-specific branding or signage, subject to the University approval.
- Rear access gate shall be designed to fully open to accommodate loading and off-loading of materials.

- Each trailer must accommodate a minimum volume equivalent to the contents within 12 standard 95-gallon Carts.
- All trailers must be clearly marked with a unique trailer ID number for inventory and tracking purposes.
- Be in good working condition, leak-proof, and compatible with LSU campus access and space limitations.
- Remain clean, safe, and visually presentable at all times.
- Remain free from rust, damage, or any defects that present safety risks or hinder functionality.
- Be staged only at University-approved locations and in accordance with the directions of the University Representative.

The cost of trailer acquisition, labeling, maintenance, replacement, and related operations shall be the sole responsibility of the Supplier. The University reserves the right to request the deployment or relocation of trailers based on evolving program needs or campus events. Any associated fees shall be considered a component of related operations and included in the trailer rental fee.

2.3.3 PLACEMENT OF CONTAINERS

The Supplier shall ensure that all Program Recyclable Containers (e.g., carts, bins, trailers) are placed in a neat, orderly, and upright position at each designated Service Area location following collection. Containers must be returned to the specific location and orientation authorized by the University to maintain site cleanliness, accessibility, and uniformity.

If a Service Area is located on a slope, uneven surface, or in a high-wind zone that may increase the risk of Carts tipping over, the Supplier shall be responsible for implementing a reasonable workaround or stabilization solution to ensure Carts remain upright and secure. This may include repositioning, bracing, or requesting alternative placement approval from the University Representative.

Container placement may only be modified with prior approval from the University or in response to campus events or activities that require temporary relocation. In such cases, the Supplier shall coordinate with the University Representative to determine appropriate alternative placement and ensure Containers are restored to their original location once the event concludes.

2.4 EVENT-BASED COLLECTIONS

In addition to routine service routes, the Supplier shall have the flexibility to expand collection efforts to accommodate event-based Program Recyclables collection services, as requested by the University with sufficient notice. The Supplier shall be capable of adjusting staffing, Container availability and service timing to accommodate the unique and dynamic needs of small, mid-sized and large-scale campus events.

These events may include, but are not limited to:

- Athletic events (e.g. football games, baseball games, etc.)
- Residential Life events (student move-in/move-out)
- Community or campus wide events (festivals, etc.)

A strong understanding of waste diversion goals and best practices for high-traffic environments is essential. The Supplier shall be responsible for the delivery, deployment, and post event removal of all Containers used for event-based Program Recyclables collections in a timely manner. This includes proper placement in University-designated locations, collection of materials within Containers after the event, and retrieval of Containers. University supplied Containers for event-based collections shall consist of ClearStream style collection frames, each equipped with lid inserts configured for the collection of plastic bottles and metal cans. Supplier shall ensure a clean and professional appearance is maintained at all deployment sites.

Based on the scale and specific needs of an event, the University may also request the rental of additional event-style Containers from the Supplier. Supplier-provided Containers for event-based collections must be consistent with ClearStream style collection containers currently utilized by the University. The Supplier shall work with the University Representative to provide suitable options, if the need arises. The University will supply single-use bags for all event-based collections, utilizing either University provided or Supplier rented Containers. The use of reusable bags, between a forty (40) and fifty-five (55) gallon volume capacity, for event-based collections is preferred and should be priced as an alternative option, both for rental and purchase, but shall not be a factor of award. The University is seeking reusable bags that are durable, configured to fit securely on ClearStream collection units (approximately 22"W x 22" D x 38" H), and designed with perforations to allow liquids to drain without compromising the bag's structural integrity.

2.5 TRANSPORTATION

Collected materials from Containers must be safely transported to an LSU-designated sorting site. Vehicles used for transport must be leak-proof, properly equipped, route-efficient and appropriately sized to accommodate the volume of materials collected. The Supplier will be responsible for supplying equipment and other specialized supplies needed to safely handle and transport materials collected to the sorting location. Vehicles used for transportation must be equipped with necessary safety features to prevent spillage of materials during transit.

To improve operational efficiency within the campus interior and areas with limited vehicle access, the University will permit the use of Supplier-owned utility vehicles (e.g., Gators) for short-haul collection routes. Utility vehicles may be gasoline or diesel powered; however, the University's on-campus fuel station only provides gasoline. As such, the Supplier is responsible for both sourcing and supplying diesel fuel, if diesel-powered vehicles are used. All fuel costs incurred shall be the sole responsibility of the Supplier. Supplier's utility vehicles can be stored at an on-campus location designated by the University, but the University shall not be held responsible for any damage or theft of vehicles or equipment stored on University property. Supplier must follow all University protocols and operational guidelines governing the use of such equipment on campus. All costs associated with the use of such equipment, shall be at the expense of the Supplier.

2.6 GATE ACCESS

There are a series of gates inside the perimeter of the main campus where Carts and trailers (if applicable) will be staged. The Supplier must apply for and maintain a valid contractor access permit initiated through the LSU Office of Parking and Transportation Services (PTS) for each collection vehicle used to service areas within the inner perimeter of campus. Access through restricted gates to reach all Container locations on campus will be provided to the Supplier at their own expense and at a cost of a gate card fee which is currently set at \$30 per vehicle. This pass is strictly for service-related access only and Suppliers are not permitted to park in restricted lots at any time. If Supplier vehicles are found parked in a permitted lot, Supplier will be subject to and responsible for parking fines and/or the annual purchase of a core multi access pass permit. For information on permit rates and other permit details, please reference <https://lsu.edu/parking/permit/contractor.php>

2.7 SORTING AND PROCESSING

Supplier will be responsible for separating and sorting University Recyclables collected within designated Program Recyclables Containers at Service Area locations. Materials must be sorted into the categories identified in Sections 2.8 and

2.9, and in accordance with the standards established by the University's recycling and solid waste collection program.

Any materials identified as Unaccepted Materials as described in Section 2.10, shall be considered Trash during the sorting process. While these materials are currently excluded from acceptance in the University's recycling program, it is the intent of the University to recycle as many materials as possible within the waste stream. Unaccepted Materials shall be reviewed and re-evaluated by both Parties as market conditions become favorable, or as material quantities are identified that warrant viable recovery opportunities.

2.7.1 SORTING LOCATION REQUIREMENTS

- Supplier shall keep the University's designated sorting facility neat and tidy with minimal litter (including spillage) that blows or falls onto adjoining surrounding property.
- Supplier shall protect Recyclables from degradation due to weather exposure.
- The storage of all unprocessed and processed materials shall be contained.
- The designated sorting site shall be maintained and operated to prevent nuisances, including but not limited to noise and the escape of dust and odors.
- The Supplier shall routinely clean the processing and storage areas.

2.8 PROGRAM RECYCLABLES

2.8.1 PLASTIC BOTTLES

- **Plastic #1 (PET or PETE) Bottles & Jars:** Polyethylene terephthalate bottles of any color (clear, light tinted translucent green or blue, opaque or colored, or black pigmented). Examples include bottled water and other bottled beverages. Also includes jars or canisters, such as for peanut butter that are blow molded or injection blow molded (up to 2 gallons in volume). Caps/lids left on, if attached.
- **Natural Plastic #2 (HDPE) Bottles & Jars:** Translucent ("natural") high-density polyethylene bottles (up to 2 gal.). A bottle has a neck (usually threaded) or a mouth narrower than the base. Examples include translucent gallon milk and juice jugs, beverage bottles, laundry detergent bottles, some shampoo and personal care product bottles. Also includes jars or canisters that are blow molded or injection blow molded. Caps/lids left on if attached.
- **Colored Plastic #2 (HDPE) Bottles & Jars:** Opaque or dyed (non-black) high-density polyethylene bottles (up to 2 gal.). A bottle has a neck (usually

threaded) or a mouth narrower than the base. Examples include translucent gallon milk and juice jugs, beverage bottles, laundry detergent bottles, some shampoo and personal care product bottles. Also includes jars or canisters that are blow molded or injection blow molded. Caps/lids left on if attached.

The Supplier shall provide all equipment, and hauling vehicles required to collect and sort these plastics, and ensure they are transported to appropriate recycling processing centers.

2.8.2 METAL CANS

- **Aluminum Cans (UBC):** Used beverage cans made from aluminum, including those used for soda, beer, energy drinks, and some juices. When properly source-separated, aluminum cans are highly valued and infinitely recyclable.
- **Steel/Tin Cans (Food Grade):** Commonly used for canned vegetables, soups, fruits, and pet food. These containers may contain incidental food residue and shall still be accepted, provided it is not mixed with non-recyclable materials and residue is not excessive.
- **Steel/Tin Cans (Other):** Non-food metal cans (e.g., aerosol cans, paint cans, chemical containers) must be sorted separately and placed in designated containers.

LSU is equipped to supply the hauls and hauling Containers required for processing each type of metal collected. The Supplier is responsible for accurate sorting and delivery of materials to the appropriate hauling Containers per the processor guidelines and as directed by the University Representative.

2.9 UNIVERSITY RECYCLABLES

University Recyclables refers to materials that are actively recovered through LSU's broader recycling programs but are not included as Program Recyclables under the Scope of Work defined in this Agreement. These materials are collected through separate, University-managed collection streams and are not to be processed by the Supplier as part of the regular Program Recyclables services.

If any University Recyclables are discovered within the Program Recyclables stream, they shall be identified and reported as Contaminants for the purposes of this Agreement but shall be handled in accordance with the University's established recovery protocols. The following subsections more

clearly defines specific categories of University Recyclables that may be encountered in Program Recyclables Containers and provides proper handling procedures for the Supplier to abide by during collection or sorting activities.

2.9.1 CARDBOARD AND PAPER

- Any corrugated cardboard or mixed paper (e.g., white office paper, magazines, newspaper, mail, and softback books) materials must be placed in University-provided cardboard/paper dumpsters, which will be managed and hauled by the University to the appropriate processing facility.
- All cardboard and paper materials shall be placed loose in the designated collection Containers to ensure proper processing.
- Shredded paper is the only exception and shall remain bagged, with a clear liner, before being placed in the designated Container.

2.9.2 GLASS BOTTLES AND JARS

All intact glass bottles and jars, including clean laboratory glass (non-hazardous) shall be placed in University supplied 32- or 64-gallon Carts, specifically designated for glass collection. These will be separately managed and hauled through the University.

2.9.3 PLASTIC FILM

Clean and dry plastic film (e.g., shrink wrap, plastic bags, overwrap) is considered a University Recyclable and is accepted through a separate recovery program managed by the University. Plastic film must not be co-mingled with plastic bottles or metal cans. Plastic film that is free of moisture, food residue, or other contamination may be diverted to the University's designated plastic film recovery stream and separately placed in University supplied containers. Soiled or wet plastic film or plastic bags or liners used for the collection of Program Recyclables shall be treated as Trash.

2.9.4 ALKALINE / RECHARGEABLE BATTERIES

Alkaline and rechargeable batteries are considered University Recyclables and are managed through separate hazardous or electronic waste collection programs administered by the University. If batteries are discovered within the Program Recyclables stream, they shall not be disposed of through the regular Trash. Instead, all batteries shall be safely removed and placed in a

5-gallon collection container provided by the University. The Supplier shall notify the University Representative as needed, to coordinate proper collection and handling of filled battery containers.

2.9.5 TONER / INK CARTRIDGES

Toner and ink cartridges are classified as University Recyclables and are collected through dedicated University recovery programs. If found in the Program Recyclables stream, cartridges shall be treated as Contaminants and separated during the sorting process. The Supplier shall redirect these items in accordance with the University's established collection procedures or notify LSU-FPO for proper disposal through the designated vendor or departmental collection process.

2.10 UNACCEPTED MATERIALS

Unaccepted Materials refers to all other materials not designated as either Program Recyclables or University Recyclables. This includes both non-recyclable items (e.g., food waste, Styrofoam) and recyclable items not accepted under the University's current recycling program. These materials shall be considered contamination when found in Program Recyclable Containers and shall be disposed as Trash and reported in accordance with the University's contamination management protocols.

2.10.1 ASEPTIC & GABLE TOP CARTONS

Polycoated fiber and foil containers (e.g. Tetra Pak) designed for shelf stable packaging and polycoated containers with a gable shaped top. Aseptics most often containing juice drinks, coconut waters and dairy substitutes including soy, almond, rice milk, etc. May also include soups, broths, sauces and liquid refills. Gabletops most often containing refrigerated juice drinks, dairy products and dairy substitutes. Excludes folding cartons like Chinese takeout or other polycoated cartons.

2.10.2 OTHER PAPER

Includes all other polycoat paper products (including beverage cups) and packaging, waxed/coated corrugated containers, paper towels, soiled paper plates, waxed paper, tissues, and other non-recyclable paper products with or without a plastic coating that may be heavily soiled with food. Also includes items that are predominately paper with other materials attached (e.g. spirals on notebooks, metal binding clips and plastic binders on office

paper) and other hard to recycle paper items such as carbon copy paper, laminated paper and photographs.

2.10.3 PET (#1) NON-BOTTLE CONTAINERS

Non-bottle PET plastic containers 2' (up to 2 gal.) & small rigid packaging of any color (clear, light, tinted translucent green or blue, opaque or colored, or black pigmented) stamped with a resin number 1 inside a chasing arrows logo. Examples include tubs, trays, clamshells, single-use drink cups, and lids >2". Also includes other PET thermoform packaging including blister packs without paperboard backing.

2.10.4 HDPE (#2) NON-BOTTLE CONTAINERS

Includes all HDPE non-bottle containers and small rigids (up to 2 gal.) of any color. Examples include some dairy tubs, cups, storage containers, and flower pots. Also includes loose lids >2" stamped with a resin number 2 inside the chasing arrows logo.

2.10.5 PP (#5) CONTAINERS (BOTTLES & NON-BOTTLES)

Polypropylene screw top bottles such as tea and juice beverages, syrup bottles, shampoo/personal care products, prescription bottles and storage bottles or jars of any color. Also includes non-bottle containers and loose lids >2" (up to 2 gal) of any color stamped with a resin number 5 inside a chasing arrows logo. Examples include tubs (yogurt, margarine, ice cream, tofu tubs), clamshells, deli and takeout containers, dishwasher safe storage containers, cold drink cups, microwavable trays, and flowerpots.

2.10.6 BULKY RIGID PLASTICS

Large rigid plastic products (including bottles and containers >2 gal.). Many of these products are intended for long term use or to be reused multiple times. Examples include buckets, drums baskets, crates, pallets, lawn furniture, and large mostly plastic toys. Items are typically HDPE (#2) or PP (#5), but other resins are present. Buckets/pails with metal handles or other small metal components are acceptable, but items with a large amount of metal are not.

2.11 CONTAMINATION MANAGEMENT

All Unaccepted Materials identified in Section 2.10 or materials that do not meet the specifications identified in the Program Recyclables of University Recyclables

sections of this document shall be classified as Trash and both handled and reported as Contamination. These materials shall be removed during the sortation process, reported in accordance with the guidelines identified in Section 2.13 - Reporting and Data Collection and disposed of in LSU-supplied Trash Containers.

The Supplier shall take all reasonable measures to minimize reported Contamination in the sorted recycling loads, through proper handling, sorting, and staff training. Observations of recurring Contaminants or improperly disposed materials shall be noted in collection reports and shared with the University Representative to support outreach and program improvements.

2.12 PROCESSING LOCATIONS

The Supplier will also be responsible for identifying and securing access to viable plastic recycling processors that comply with applicable environmental standards and industry best practices for LSU's rigid plastic Program Recyclables. The Supplier must provide the following information, upon request:

- Names and addresses of processing or brokerage facilities
- Material acceptance letters
- Receipts of delivery
- Monthly or quarterly reporting that confirms LSU materials were delivered to identified processors

2.13 MONTHLY REPORTING AND DATA COLLECTION

Supplier shall be responsible for providing comprehensive reporting and data collection to support the University's tracking, evaluation and decision making for continuous improvement of the program. The collection reporting information must be submitted by the 10th of each month for the preceding month and in an electronic format approved by the University.

2.13.1 MATERIAL VOLUME AND QUALITY TRACKING

Supplier shall provide detailed reporting on the materials collected and processed, including:

- Estimated or measured volume of Program Recyclables by type (PET #1, HDPE Natural #2, HDPE Colored #2, Aluminum Cans, Steel Cans – Food Grade, Steel Cans – Other)
- Weight of each material stream, when available, separated by Program Recyclables, University Recyclables and Unaccepted Materials
- Contamination quantities and type at each site, reported by weight, volume, or percentage

- Descriptions of common Contaminants found within Carts (e.g., food waste, non-recyclable plastics, liquids)

2.13.2 VISUAL AND PHOTOGRAPHIC DOCUMENTATION

As needed, the Supplier may be requested to provide photographic documentation of contamination issues, overfilled Carts, or damaged Containers. This information will support education and outreach initiatives across campus and help prioritize problem areas.

2.13.3 REPORT ACCESS AND DATA RETENTION

The Supplier must provide the University with access to all material reports for the duration of the Agreement. A centralized reporting system or shared drive may be established to facilitate timely uploads. The Supplier shall retain all records related to collection activity, material recovery, and processor documentation throughout the Agreement and make such records available upon request. All data and reports generated or collected under this Agreement shall be considered property of the University and must be transferred to the University at the conclusion of the Agreement term.

2.14 PROGRAM EVALUATION

An evaluation report is required annually, summarizing program effectiveness and recommendations for improvements and scalability.

2.15 INITIAL TERM

The initial agreement term shall commence on Effective Date and terminate on June 30, 2028.

2.16 RENEWAL OPTION

Contingent upon the University's satisfaction with the services performed, and mutual agreement by all Parties, there will be an option to renew one (1) additional term for a (2) two-year period under the same terms and conditions as the initial term, including any mutually agreed upon amendments. If renewed, the additional term will begin on July 1, 2028 and terminate on July 30, 2030.

3.0 SUPPLIER QUALIFICATIONS & SUBMITTALS

All Suppliers should provide the following information/documentation with their bid submittal that demonstrates the following criteria below. **If not submitted with bid response, this information must be submitted prior to award:**

3.1 PREVIOUS RELEVANT EXPERIENCE

A minimum of three (3) years of active and continuous experience sorting, reporting and marketing recyclables that include:

- Three (3) examples of contracts/projects over the past five (5) years that are in progress or completed, with one being comparable in size, and similar in scope and setting to the services outlined within this Scope of Work.
- A detailed description of the work performed in the submitted examples and how it relates to the Scope of Work outlined within this ITB. LSU may not be listed as one of your examples for the bid submission.

DEFINITIONS / TERMS

Agreement: The contractual document (contract or PO) that the University executes with the Supplier to provide all facilities, equipment, labor, and services required to receive, process, and market Program Recyclables collected on behalf of the University.

Bid Response: The entirety of a Supplier's responses to this ITB.

Cart: A wheeled, plastic container with a lid that has a capacity ranging between 32 gallons to 95 gallons, provided by the University for the collection of Program Recyclables (plastic bottles and metal cans) within the defined Service Area.

Commencement Date: The date the services, pursuant to this Agreement, shall commence.

Container: A Cart, can, dumpster, compactor, roll-off, trailer or any other receptacle clearly labeled and approved by the University to be used for the collection of Program Recyclables, as identified under the Agreement terms.

Contaminants or Contamination: Materials collected that are not designated as Program Recyclables under the term of this Agreement. This includes both non-recyclable items and Recyclables. All such materials shall be classified as contamination within the context of the reporting requirements under the Agreement, but Recyclables identified as contamination shall be handled in accordance with the existing standards and procedures of the University.

Effective Date: The date upon which this Agreement is fully executed by both the University and the Contractor. The later signature date shall be the Effective Date.

Invitation to Bid: Formal document that outlines the required scope of work, performance expectations, technical specifications and contractual conditions under which services are to be delivered.

Marketing: The act or process of selling Program Recyclables for purchase in accordance with the Agreement.

May/Should: Indicates something that is not mandatory, but permissible, recommended or desirable.

Must/Shall/Will: Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in rejection of your bid.

Party(s): The University and/or the Supplier.

Program Recyclables: Materials that shall be included in the University's recycling program throughout the terms of the Agreement. At minimum, Program Recyclables will consist of those defined in Section 2.6 and may include incidental amounts of non-designated materials as can normally be expected as part of a University's recycling collection. The list of Program Recyclables may be modified during the term of this Agreement as market or local conditions change and by mutual agreement between the Parties.

Service Area: All designated locations within the geographical boundaries of the University's main campus, as well as outlying areas that are a part of the University system where the Supplier is responsible for performing contracted duties.

Scope of Work: A detailed description of tasks, responsibilities and service requirements the Supplier must fulfill under the Agreement.

Supplier: An individual, company or organization that submits a bid, adhering to the specified guidelines, deadlines and criteria set forth in the Invitation to Bid for consideration of the contract award. It also means the individual, company, or entity with whom the University has executed the Agreement.

Trash: Garbage, rubbish, refuse, special waste, or other discarded material, including solid, liquid, semi-solid, or contained gaseous material resulting from domestic, industrial, commercial, mining, agricultural, or governmental operations. For the purposes of these terms, Solid waste shall not include Program Recyclables or University Recyclables.

Unaccepted Materials (Unaccepted Recyclables): Materials that may be capable of being recycled but are not included as a University Recyclable and shall otherwise be processed or disposed of as Trash.

University/LSU: Louisiana State University is the entity responsible for generating waste that agrees to enter into an Agreement with a Supplier under the scope and terms.

University Recyclables: Materials that are actively recovered through the University's broader recycling program but are not designated as Program Recyclables under the terms of this Agreement. While not intentionally designated to be collected under the Agreement, these materials are considered part of the University's overall recycling infrastructure and shall be handled in accordance with the University's recovery protocols, based on material type.

University Representative: The person designated by the University to represent it in all matters relating to the management and implementation of this Agreement.

ATTACHMENT A: RECYCLING COLLECTION LOCATIONS

Category	Location	Dumpster ID#	Map Location ID	95 Gallon Cart Quantity	Front Load Container Size (cu yd)
Dining	459 Commons	459-8R1	M459	2	8
		459-8R2	M459	2	8
	Faculty Club	516-8R1	L522	2	8
	Student Union - Loading Dock	038-8R1	M38	2	8
		038-8R2	M38	2	8
	The 5 Dining Hall	095-8R1	L221A	2	8
	Foster Hall / Subway	006-6R1	M6	2	6
Res Life	Broussard (Loading Dock)	098-8R1	M97	2	8
	Evangeline	506-6R1	M506	2	6
	Annie Boyd	505-6R1	M505	2	6
	Acadian	464-8R1	L506-W	2	8
	Blake	461-8R1	M461	2	8
	Cypress	083-8R1	M083 / L210	2	8
	Herget	462-8S1	M462	2	8
	SPRUCE HALL	084-8R1	M084/L210	2	8
	McVoy	460-8R1	M460	2	8
	Miller	466-8R1	M466	2	8
	Pentagon Barracks	088-8R1	M89B / L220	2	8
	West Laville	457-8R1	L506-North	2	8
	East Laville	455-8R1	M456	2	8

ATTACHMENT A: RECYCLING COLLECTION LOCATIONS

Category	Location	Dumpster ID#	Map Location ID	95 Gallon Cart Quantity	Front Load Container Size (cu yd)
Res Life Cont.	East Campus Apts.	551-8R1	M563-Smith	2	8
		551-6R2	M552-Burden	2	6
		551-6R3	M555-Durieux	2	8
		551-6R4	M560-Newman	2	8
	West Campus Apts.	060-8R1	M60L- L210	2	8
		060-8R2	M60R-L211-North	2	8
		060-8R3	M60D-L211-South	2	8
	Res College 1 (North)	110B-8R1	M110B	2	8
	Res College 3 (West)	110A-8R1	M110A	2	8
	Res Life Warehouse	245-8R1	M243	2	8
Auxiliary Misc.	Julian T White / City Park	023-8R1	L303-Temp	2	8
	Lab School	526-8R1	L525	2	8
	Lod Cook / LSU Systems	649-8R1	L514	2	8
	Property Management/Xerox	197-8R1	M197	2	8
	Hodges Hall	137-8R1	M138-L300	2	8
	Campus Federal Credit Union	224-8R1	L321	2	8
	U-STORES	188-6R1	L430	2	6
	TTEC (Transportation Training Educ Ctr)	317-8R1	L318	2	8
	Student Health Center	059-8R1	M59	2	8
	UREC	665-8R1	L524 N	2	8
	LSU Foundation	144-4R1	M144 / L107	1	4
	UREC Field Complex	704-6R1	M704A	2	6
	EHS Warehouse	701-6R1	M701	2	6
	Barnes & Noble Bookstore	512-8R1	M512	2	8

ATTACHMENT A: RECYCLING COLLECTION LOCATIONS

Category	Location	Dumpster ID#	Map Location ID	95 Gallon Cart Quantity	Front Load Container Size (cu yd)
Auxiliary Misc. Cont.	LSU Childcare Center	313-6R1	L317	2	6
	LA House (Gourrier Ln)	713-6R1	L417	2	6
Greek Life	ZTA Group	639-6R1	L521	2	6
	Phi Mu/ Delta Gamma	631-6R1	near L517	2	6
	Tri Delta / Delta Zta	633-6R1	L521	2	6
Religious	Chapel on the Campus	629-4R1	L509	1	4
	St. Albans Church (Episcopal Student Center)	618-6R1	L502-N	2	6
	Luthern Center / B.R. Institute Center	619-4R1	M619	1	4
	Presbyterian Church/ University Methodist Church	650-8R1	M650	2	8
Athletics	Maddox Field House	121-8R1	L105	2	8
	PMAC / H.P. Long	118-8R1	M118A	2	8
	Athletic/Football Operations	187-8R1	L405B	2	8
	Athletic Administration	136-8R1	L101A	2	8
Vet School	Vet Medicine - Loading Dock	191-8R1	M191C	2	8
	Vet Medicine - Loading Dock	191-8R2	M191C	2	8
Off-Campus	South Campus - Bldg 3110	3110-8R1	7878 Innovation Park / behind building 3110	2	8
	South Campus - Bldg 3100	3100-8R1	7878 Innovation Park / behind building 3100	2	8
	South Campus - Bldg 3005	3005-8R1	7878 Innovation Park / near 3005-behind large warehouse building	2	8
	South Campus - Bldg. 3030 (NCRT)	3030-8R1	7878 Innovation Park / behind building 3030	2	8
	Hilltop Arboretum	2000	11855 Highland Road	2	---

ATTACHMENT A: RECYCLING COLLECTION LOCATIONS

Category	Location	Dumpster ID#	Map Location ID	95 Gallon Cart Quantity	Front Load Container Size (cu yd)
Off Campus. Cont.	Burden Museum	0980-8R1	4560 Essen Lane Burden Map - Lot 986A	2	8
	Center for River Studies	1000-6R1	100 Terrace Ave	2	6
Academic	Allen	011-8R1	L202	2	8
	STRATEGIC COMMUNICATIONS (LAKESH)	643-2R1	M643	1	2
	Lockett / Stubbs / Audubon	013-8R1	L303	2	8
	Coates	042-8R1	L205	2	8
	East Coates	043-8R1	L205	2	8
	Electrical Eng.	254-6R1	L304A	2	6
	H. D. Wilson Labs	327-6R1	L311	2	6
	Art Studio / Howe-Russell	027-8R1	L306	2	8
	Patrick F. Taylor / BEC	232-8R1	L312D	2	8
		232-8R2	L312D	2	8
	EB Doran (Agricultural Eng.)	288-6R1	M287	2	6
	Life Science	471-8R1	M472	2	8
	LETC	340-8R1	L606	2	8
	Music & Dramatic Arts	055-8R1	M55	2	8
	Band Hall	056-8R1	M54 / L222	2	8
	Swine Palace	320-6R1	M320 / L312A	2	6
	Renewable Nat. Resources	283-8R1	M283	2	8
	Nicholson	039-8R1	L307	2	8
	Peabody	007-6R1	L203	2	6
	Dalrymple Memorial Building	270-6R1	L304B	2	6
	ROTC	200-8R1	L304D	2	8
	Energy Coast & Environment (ECE)	225-8R1	M210	2	8
	Tiger Band Hall	080-8R1	L214	2	8
	Efferson	333-8R1	L605	2	8

ATTACHMENT A: RECYCLING COLLECTION LOCATIONS

Category	Location	Dumpster ID#	Map Location ID	95 Gallon Cart Quantity	Front Load Container Size (cu yd)
Academic Cont.	Parker Coliseum North	330-8R1	M330 / L600	2	8
	Main Library	005-8R1	M5	2	8
	Friends of the Library (Book Barn)	241-8R1	M241	2	8
	Pleasant Hall	050-8R1	M50	2	8
	Sea Grant Shop/Engineering Lab Annex	229-8R1	L304E	2	8
	Ag. Chem Building	335-8R1	L602	2	8
	Public Safety	211-8R1	L400	2	8
	Food Incubator Bottling	309-8S1	M310	2	8
	Choppin Annex / Frey / Knapp	484-8R1	L320	2	8
	Engineering Research & Dev (ERAD)	248-8R1	L304 C / Fieldhouse Dr	1	8
	Johnston Hall	139-8R1		2	8
	Francioni Hall	277-6R1	M282	2	6
	Petroleum Engineering	709A-4R1	L428	1	4
	LSU LAW CENTER	517-6R1	L522	2	6
Facility Services	Facility Services Building	237-8R1	M242	1	8
	Golf Course	712-8R1	M712	2	8
	Landscape Services - Outside Collections	287 B	L312D	6	N/A
	Admin Support (Copy/Mail Center)	246-6R1	L305A-North	2	6

Attachment B- Campus Dumpster Map

LSU TERM CONTRACT – TERMS & CONDITIONS

A "Term Contract" is defined as an agreement with a supplier to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Term Contract purchase orders (PO) issued serve as a binding contract with LSU.

1. Scope of Contract

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning _____ and ending _____, in accordance with all specifications, terms, and conditions.

2. Initial Contract Period

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

3. Contract Renewals/Extensions

At the option of LSU and acceptance by the Supplier, this contract may be renewed for _____ additional _____ month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award.

4. Estimated Quantities

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Suppliers are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Supplier must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

5. Firm Pricing

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.

6. Insurance Requirements

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Supplier shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

7. Supplier Parking on the LSU Campus – Permits & Gate Passes

LSU A & M Campus: Suppliers needing access to reserved, gated "C" parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking & Transportation Services (PTS). Visit the LSU/PTS website at www.lsu.edu/parking and the "Parking & Permits" webpage for details.

Other Campuses: For parking information, contact Buyer-Of-Record for instruction or refer to specific campus parking instructions.

8. Supplier Non-Performance

Supplier is required to perform in strict accordance with all contract specifications, terms, and conditions. Supplier will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event supplier nonperformance is deemed severe, LSU reserves the right at its sole discretion to suspend supplier and cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the supplier non-responsible in future solicitations.

9. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the supplier and submitted to LSU Procurement Services for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Procurement Services and issuance of a formal LSU Contract Amendment or PO Change Order. The supplier shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

10. Price Reductions

Whenever price reductions are made by the Supplier/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Supplier shall give prompt written notice to LSU Procurement Services of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Suppliers found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

11. Product Substitutions

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Supplier's expense, and non-payment.

By submitting a bid, Suppliers are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Suppliers are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Supplier's own elective change to another supplier may be disapproved at the sole discretion of LSU Procurement Services.

Departments are not authorized to approve or accept product substitutions without Procurement Services' approval. Suppliers who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

12. Right to Add Department/Campus Users

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 Supplier shall honor all such purchase orders.

13. Non-Exclusivity

This agreement is non-exclusive and shall in no way preclude LSU from entering into similar agreements and/or arrangements with other Suppliers or from acquiring similar, equal, or like goods and/or services from other entities or sources.

14. Contract Usage Report

The Supplier shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

15. Contract Evaluation

LSU Procurement Services welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Supplier's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Supplier performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Supplier.

16. Termination for Non-Appropriation of Funds

The following condition shall apply to any contract covering multiple fiscal years:

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. 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 of 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 purpose, 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.

17. Termination for Convenience

The University may terminate this Agreement at any time by giving thirty (30) days written notice to Contractor of such termination or negotiating with the Contractor an effective date.

18. Contract Documents

In the event that any conflict arises between the documents that constitute the agreement, the following order of precedence should apply:

- A. Solicitation Specifications
- B. LSU Term Contract – Terms & Conditions
- C. Solicitation Special Terms & Conditions
- D. Solicitation Standard Terms & Conditions



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.