

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			08/07/2025 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				
Addendum 01: Notice is given to all parties that this Solicitation is amended by the University as stated herein. This Addendum is hereby made an official part of this solicitation. Bid due date and time is hereby extended from 07/31/2025 at 11:00AM CT to 08/07/2025 at 11:00AM CT. See attached for supplier inquiries and responses.				
<p style="text-align: center;">To Be Completed By Supplier</p> 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. 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> 1. 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. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. 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. 4. 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. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. 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 #	

RFQ-0000002585

Addendum 01

Bid Due Date/Time Extension

Bid due date and time is hereby extended from 07/31/2025 at 11:00AM CT to 08/07/2025 at 11:00AM CT.

Supplier Inquiries and Responses

Q1) Regarding the sorting area/facility: What is the size of the LSU sorting area? Is this in a building or in a covered area? Is there an area that the Contractor could use as an office? A break area? A restroom? If none of these things are at the designated sorting facility, is the Contractor allowed to bring in their own small portable office/restroom/break area for using? Will there be electrical and water services?

A1) The sorting area is approximately 1,680 square feet, with the potential to expand out to another 1,680 square feet section as the program grows. The structure is currently covered by a top canopy and is open on three sides. The University plans to enclose two of the three exposed sides with a roll up door, gate or a combination of both. There is a portable restroom available on site and electrical and water services are available. Currently, there is no designated enclosed office or break area. The Supplier may request to place a small portable unit for office or break use, subject to the University approval and compliance with campus policies.

Q2) What will be the anticipated service level of recycling collection be during the winter and summer months when school is not in session? Or will it be suspended during those breaks?

A2) Bottle and can collection services will be reduced during winter and summer breaks following the conclusion of both fall and spring semesters. The specific reduction schedule will be determined based on a review of anticipated or observed material volumes during those time periods.

Q3) On pages 8 and 9: Regarding the line items 4&5, 6, and 7; Will the University be selecting the service level 'option' between 4&5, 6 or 7 – or will all of these options be utilized on this contract?

A3) The University anticipates utilizing all line items described in 4, 5, 6 and 7 during the contract term; however not all line items will necessarily be active at the same time. As the dual stream recycling program continues to develop, Line Items 4 (Bi-weekly collection) and 5 (Weekly collection at priority locations) will initially be used in alignment with current service needs. Over time, as participation and material volumes increase, Line Item 6 (Weekly collection at all service area locations) is expected to become the primary service level used. Line Item 7 (As-needed flexible collection) will be used to support specific sites that require unscheduled or supplemental service.

Q4) On page 9 item #7: Please clarify what this service level means – is this essentially just for those times when an ‘extra’ pickup might be called in or does this mean that the collection frequencies will ALL be on an as needed basis?

A4) Line Item #7 is intended to support non-routine or flexible collection needs that fall outside of the standard weekly or every other week service schedule. This may include:

- Unscheduled pickups
- Extra service requests
- Locations with consistently low volumes of Program Recyclables that may require a reduced frequency collection.

This line item provides the University with operational flexibility to adjust collection frequency – either via increasing or decreasing service collection, based on material volumes and site-specific needs. We do not anticipate that all sites or even most sites will ever be on an as-needed collection basis.

Q5) On page 10 item #8: Is the hourly rate here for per person, regardless of the number of people doing the sorting? (We intend to have more than one person sorting at a time) What happens if the number of hours exceeds the 400 hours in quantity?

A5) The hourly rate must be quoted on a per person basis. The 400 hours listed in this solicitation is an estimated total. The actual quantity of hours may increase or decrease over the contract term, depending on operational requirements.

Q6) On page 11 items #10 & 11: Who is responsible for the processing fees?

A6) The processing fees associated with each material type must be factored into the pricing provided under Line Item #8 for the sortation of Program Recyclables. Since materials will be pre-sorted by type before delivery to processors, there should be no additional processing fees charged by material processors. The

University will not assume additional responsibility for separate or unforeseen processing costs.

Q7) On page 11 item #11: Will the University allow a 12-yard roll off type of container instead of a trailer as long as it meets the required dimensions?

A7) Yes, the University will accept the use of a 12 yard roll off container option, provided it meets the required specifications identified in Section 2.3.2.

Q8) On pages 12-14 items #12-17: In order to ensure the proper number of staff, would you please provide an estimated number of containers that will be required for each of these respective events (small, mid and large)?

A8) The estimated number of University-supplied Containers for each event tier is as follows:

- Small-Size Event: ≥ 30 containers
- Mid-Size Event: approximately 31 – 65 containers
- Large Scale Event: approximately 66 – 125 containers

Q9) On page 15 item #18: Is this to be quoted as a per person rate or for the amount of hours of the event?

A9) This line item must be quoted on an hourly rate per person for supplemental staff labor required outside of the scope of services outlined within this solicitation and price form. It is intended for additional support tasks, special project support, overflow handling or other University-directed activities not otherwise covered by the specified collection or event-based services. Use of this labor rate must be pre-approved by the University Representative and will be billed based on verified hours worked.

Q10) For Task 7, what is the turnaround timeframe to complete the flexible collection call-out?

A10) For line item #7, requests for flexible or non-routine collections must be completed no later than the next business day following the day the request is received.