

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			10/09/2025 11:00 AM CT	
SOLICITATION RFQ-0000002630 SUPPLIER # SUPPLIER NAME AND ADDRESS 			RETURN BID TO lsubids@lsu.edu Buyer Amy Hill Bourgeois Buyer Phone Buyer Email ahill5@lsu.edu Issue Date 09/26/2025	
TITLE: Installation of New Tunnel Washer, Dump Station, and Bedding Dispenser				
To Be Completed By Supplier _____ "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. General Instructions to Suppliers - 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 #	

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<u>Bid Submission Information</u> 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. <u>Bid Opening Information</u> 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/tJwvcuyggTltHtZZWmWrGBCjXxstyfiETx33 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. <u>Additional Information</u> ALL-OR-NONE-AWARD: It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible bidder. Bid prices for shipping are to be quoted FOB LSU/DESTINATION and inclusive of any and all applicable shipping and handling charges. LSU is a member of the National Association of Educational Procurement (NAEP) and the E&I Cooperative Purchasing Service. A preference, if applicable, may be allowed for products produced, manufactured, assembled, grown or harvested in Louisiana. Do you claim this preference? Yes ____ No _____. Note: Preferences shall not apply to service contracts. Is your Louisiana business workforce composed of a minimum of fifty percent Louisiana residents? Yes ____ No _____. Specify Item Number and location within Louisiana where the product is/was produced, manufactured, assembled, grown or harvested: _____ Note: This preference is not applicable for services. 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 and certificate holder per attached requirements.			

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 3
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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. 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.		
1. Supplier Enrollment		
Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email suppliers@lsu.edu. The supplier enrollment form can be located at: http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php		
2. Bid Delivery and Receipt		
Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.		
Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.		
3. Bid Forms		
Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.		
4. Interpretation of Solicitation/Supplier Inquiries		
If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.		
No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.		
5. Bid Addenda		
Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/ time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.		
6. Bid Opening		
Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.		
7. Special Accommodations		
Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.		

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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. 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. 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. 11. Bids/Prices/F.O.B. Point • 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. 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. 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. 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. 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.		

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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. 17. Applicable Law All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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.		

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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. 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. 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. 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. 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.		

PRICE SHEET		INVITATION TO BID			Page 7	
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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: 6400 Perkins Road Baton Rouge, LA 70808						
1	All or None Installation of a New Tunnel Washer, Dump Station, and Bedding Dispenser per attached specifications. Specify Manufacturer / Brand Bid: _____ Specify Model / Number Bid: _____	1	Lot	\$ _____	\$ _____	
2	All or None One year preventative maintenance service agreement per attached specifications. Specify Manufacturer / Brand Bid: _____ Specify Model / Number Bid: _____	1	Each	\$ _____	\$ _____	

SPECIFICATIONS

Purpose/Scope of Work: Pennington Biomedical Research Center (PBRC) requires the removal of an existing tunnel washer and bedding dispenser and installation of a new tunnel washer, dump station, and bedding dispenser. The work outlined in these specifications is not construction work. The specifications describe equipment and installation work only. Building modifications will be performed by PBRC.

ADMINISTRATIVE REQUIREMENTS

Supplier must coordinate all work with PBRC Representatives.

Supplier must coordinate all material and equipment deliveries and provide notice for storing items needed for the work.

Supplier must coordinate any utilities interruption with PBRC to make sure that vital utilities are not turned off until approval has been granted.

Supplier must submit three (3) sets of shop drawings to PBRC for approval after award has been made. These drawings shall include the layout of equipment and location of utilities that PBRC will provide.

No removal shall commence until all equipment, valves, and fittings are on site and ready for the removal of the existing tunnel washer and the installation of the new tunnel washer and other equipment.

SUMMARY OF WORK

1.1 Description of Work:

- A. The work under this project shall include the change-out of the existing Tunnel Washer and Bedding Dispenser that is housed in the Comparative Biology Building "E" at the Pennington Biomedical Research Center, 6400 Perkins Road, Baton Rouge, La.
- B. The work will be performed in an existing building where adjacent areas are occupied by personnel and research animals. The present normal operation taking place in the building shall continue during the execution of this contract and the supplier shall exercise all necessary care to inconvenience this operation as little as possible.
- C. Notice shall be provided to PBRC through Dr. Diana Coulon, DVM, Director, Rosemary Bolin, Manager of the Comparative Biology facility and Walter E. Legett, **AIA**, Facilities Architect, PBRC before any work may be scheduled that requires the disruption of utilities or other activities to the building.

1.2 Sequence of work:

- A. PBRC will provide the installation of the temporary wall, modifications to existing ceiling systems and HVAC ductwork for the completion of the Project.
- B. Supplier will perform the removal and replacement of the existing Tunnel Washer located in Soil Wash Room E1023 and removal and replacement of the Bedding Dispenser located in Clean Wash Room E1063. This will include the disconnecting and modifications to services.

Supplier must furnish and install Stainless Steel modular wall that is part of the equipment to be installed.

Supplier must verify all service tie-ins for, water, steam and exhaust. PBRC will provide and execute any required modifications to existing building services. PBRC will furnish and install all electrical services and attachments to equipment.

1.3 Examination of Work Area:

- A. The Supplier furnishing the equipment shall be familiar with the area where the equipment will be installed in the building.

1.4 Supplier Use of Site and Utilities:

- A. The area directly outside of the Comparative Biology Building is a fenced enclosed Utilities Maintenance Yard. Deliveries of equipment and other items needed to proceed with the installation will be assigned an area for use of their equipment and for other purposes that may be needed.
- B. Personnel installing the equipment will be assigned designated parking areas for their vehicles. Cooperation always will be required as the area adjacent to the work is in use for various purposes.
- C. PBRC will furnish all utilities necessary for the installation of the equipment. All crating or packing for the equipment must be removed from the site by the supplier. If the supplier requires a container for large amounts of crating, and packing, PBRC will provide a location for the container.

1.5 Time of Completion:

A. Project must be completed within four (4) weeks from the date the purchase order is issued.

1. Week No. 1 - Installation of temporary walls, as shown on attached drawings, the removal of all existing equipment and modifications to existing services necessary to accommodate the new equipment.

Note: Supplier must notify PBRC when equipment removal work is completed so that any necessary painting work can be done, at PBRC expense, before the new equipment is installed. This work is expected to take one (1) day to complete.

2. Week Nos. 2 & 3- Installation of new equipment and removing of any temporary partitions needed for area separation. Reinstallation of any ceiling grid and tile.

3. Week No. 4 -- Clean up and starting up equipment.

NOTE: Cage washing is a daily requirement for the operation of the animal facility. The down-time for the installation must be kept to a minimum because of the urgency of getting the new equipment up and running as soon as possible.

The existing cage wash unit will be used during the installation of the new Tunnel Washer. Staff must have access to the Soil Side of the unit as well as the clean side areas past the temporary partition. Supplier must coordinate the work with the staff of the Comparative Biology Core (CBC) at all times.

REMOVAL AND STORAGE OF EXISTING EQUIPMENT

1.1 Description Of Work:

- A. PBRC will Disconnect all mechanical services to units and disconnect all Electrical services.
- B. The unit must be removed in sections and taken out of the building and stored in an adjacent area as designated by PBRC.
- C. Supplier shall protect all epoxy flooring in the area where equipment will be moved out and in the facility by laying 1/4" plywood or Masonite sheets on the flooring before moving the equipment. Sheets may be moved each direction for support of the pallet jacks or other means of equipment moving.

Sheeting shall not be left on the floors after equipment is moved as the facility must continue to use corridors and other areas for daily movement of equipment and personnel.

TUNNEL WASH, DUMP STATION AND BEDDING DISPINER EQUIPMENT

1.1 Description of Work.

The new tunnel washer with the manual dump station pushes the dryer section of the washer into the Clean Wash Room, E1063. It will be necessary to enclose those portions of the unit that extend into the clean side with a modular wall that must be installed to prevent soiled water and air from entering the clean side areas.

- a. Install new Tunnel Washer and connect to exhaust duct as necessary to vent the machine chambers. Install the companion Dump Station onto the end of the tunnel washer. Provide necessary connection to existing utilities.
- b. Install new Bedding Dispenser in Clean Wash Room E1063 in location as directed by PBRC. PBRC to provide necessary electrical services from ceiling power outlet.
- c. Install new stainless steel modular wall panels to enclose portion of machine that will be installed into the Clean Wash Room side of the facility.

Equipment must be able to fit in the space provided. No alterations to the existing cage washing area will be allowed.

1.2 Modifications to existing utility and exhaust services will be provided by PBRC.

1.3 Equipment specifications. Provide Better Built or equal equipment as listed below. Note also that the space provided must accommodate equipment that will be furnished.

A. TUNNEL WASHER:

1. General:

- a. Supplier must include a one year warranty covering parts and labor for the tunnel washer, dump station, and bedding dispenser.
- b. Upon warranty expiration, supplier must provide a one year preventative maintenance service agreement.

2. Product Description:

- a. Better Built Model T236 (or equivalent), Floor Mounted Free Standing.
- b. Tunnel Washer shall be microprocessor controlled, hydro spray washer designed for thorough cleaning of cages, racks, debris pans and miscellaneous items used in the care of laboratory animals

3. Standards:

- a. Certified to UL 208A
- b. Certified to CSA CAN/CSA-C22.2, No. 14-10
- c. Evaluated and conforms to CSA C22.2, No 94.1-07, UL 50, Enclosure for Electrical Equipment, Non-Environmental Consideration

4. Configuration:

- a. Right Side Service Access - While viewing from soiled end of washer.

5. Framework of Equipment:

Supplier shall provide equipment that meets the following specifications in this section no. 5:

- a. Standard Length - The length must be 19' -Must be 0" based upon a 36" load section, 36" pre-wash, 48" wash, 60" rinse, 96" dryer section and 48" unload section. Overall length of unit is 27'- 0".
- b. Stainless Steel Framework, washing chamber and pump including all wetted surfaces of 14-gauge type 304, # 4 finish stainless steel framework. Each section of the tunnel washer must be connected through a series of gasket flange connections. Frame equipped with adjustable legs and supports.
- c. Insulated Chambers - Top, sides, and bottom of machine cabinet and doors shall be insulated with non-hygroscopic rigid insulation, minimum 1"thick.
- d. Interior Wall Trim - Interior wall trim panels along the entire length of the machine shall be able to reduce gross debris accumulation points along the side walls of the mesh belt during normal process movements.

- e. Doors -Side, hinged, cabinet type chamber access doors provided for access to pre-wash, wash, and rinse jet systems and interior. Doors must be insulated and equipped with safety switches to terminate all process functions until all doors are fully closed.
- f. Curtains - Removable double layer curtains on various sections of the tunnel washer to minimize solution carry over.
- g. Conveyor System-- Conveyor system shall include one stainless steel heavy duty 1/2" x 1" flat wire mesh belt continuous through washer and dryer, powered by a drive with overload protection. Conveyor belt is supported by stainless steel framework with nylon belt guides to prevent belt wear through the entire length of the unit.
- h. Control Panel -- The lockable control panel shall have only one electrical connection, and be splash proof, and vermin proof. Panel shall contain step down transformer for control circuit, magnetic starters with overload protection for all motors, and all other electrical components required for the machine operation.
- i. Barrier Wall & Trim Enclosures -- Barrier wall required for closing dryer section *off* from Clean side of washer. Barrier wall must be stainless steel and shall run from floor to ceiling or as required for job conditions.
- j. Stainless Steel Pump and Circulatory Piping-- The pre-wash, wash and rinse system shall include the following:
 - 1. Wash solutions under pressure from a minimum 5 HP pump. Solution in tank is recirculated within the wash chamber. All wetted surfaces of the pump shall be type 316L stainless steel. Pump motors are totally enclosed, fan cooled (TEFC) with starter overload protection, and sealed bearings requiring no lubrication.
 - 2. Recirculated rinse and pre-wash systems shall be under pressure from a minimum 5 HP pump. All wetted surfaces of the pump shall be Type 316L stainless steel. All of the same requirements as pump specified above shall apply.
 - 3. All exposed piping and pumps on the service side must be enclosed with removable stainless steel panels.
 - 4. All wetted surfaces and components must be 304 stainless steel framework.
 - 5. All circulation piping must fully welded or flanged and bolted. No rubber components shall be allowed in recirculation piping.
- k. Jet Spray System -- Jet spray systems for pre-wash, wash and recirculating rinse sections composed of machined jets fitted into headers. Each solution treatment chamber provided with spring loaded, positive connection manifold spray headers connected to the water piping system. Manifold coupler and plug connectors are type 316 stainless steel. Manifold system is fitted with nylon wheels and wheel guides within a track mount and quick release handle for easy removal without use of tools. Manifold system that uses "O" rings without a positive spring loaded system will not be allowed.
- L. Cold Water Pre-wash -- The pre-wash section of the washer is provided with a cold water jet spray header for added debris removal capabilities.
- m. Drain Discharge Cool Down System- The cold water pre-wash header delivers cold water required for solution cool down prior to discharge to drain.

- n. Non-recirculated Final Rinse -- The final rinse spray jet system shall consist of spray headers with machined jets and a throttle valve in line for optimum water use.
- o. Hydraulic Hold Down -Spray jets on all recirculation lines shall be properly sized and hydraulically balanced to hold down on the conveyor belt without any throttle valves, and not allow items such as rodent cages to flip over.
- p. Water System Temperature Booster-The washer is supplied with an in-line instantaneous steam heat exchanger to raise the temperature of the incoming hot water supply to desired temperature. The standard unit shall raise the temperature of the incoming hot water supply from 120 F to 180 F. Supply with temperature gauge and automatic steam throttle valve to adjust final rinse system temperature.
- q. PID Steam Valve - Control of the hot water temperature through the external heat exchanger shall be by an analog PID steam valve. The setting and control of this valve shall be from the main control panel system displayed on the touchscreen.
- r. Steam Coil Tank Heating-Stainless steel steam coil heating for wash and recirculating rinse tanks complete with condensate return, steam traps and strainers. Steam coils shall be designed to ASME Section VIII, Div. 1, Unfired Pressure Vessel Code and be easily removable for cleaning and maintenance. Coils shall be welded in place.
- s. Energy Saving Heat Exchanger-Washer is supplied with a heat recovery system with payback analysis. Heat recovered from rinse system must be drawn out and transformed into usable energy and used to pre-heat the fresh water for final wash process.
- t. External Mounted Filter Screens -- Pre-wash, wash and recirculating rinse sections equipped with easily accessible stainless steel basket type filter screens. Screens assembled from perforated or mesh stainless steel with perforations smaller than the machined jet orifices to filter all recirculated solutions and prevent jets from clogging. Access to filter screens shall be easily achieved through a hinged cover on the side mounted filter tanks. Drawer basket screens are not allowed.
- u. Automatic Water Level Controls- The wash and rinse tanks are equipped with an analog pressure sensor water level control and safety overflow piping for the recirculating treatment solutions. Low tank conditions will automatically fill to the high level without interruption to normal process functions. Solution levels will display and can be monitored from the touch screen. Level float switches not permitted.
- v. Manual Exhaust Damper -- Moist hot air is removed at the pre-wash section of the washer thru a flanged duct connected which is connected to the existing exhaust system ductwork. Manually adjustable damper is located in the duct collar.
- w. Hot Air Dryer Section - The unit shall be provided with an insulated stainless steel dryer section, 8 ft. in length and equipped with a steam coil blower system.
- x. Chemical Injection Ports, Contacts and Fittings - Wash and rinse chambers are provided with five (5) injection ports and electrical signals for option or owner supplied detergent dispensing and chemical treatment pumps. All penetrations to the washer's chambers for detergent, acids or neutralizers shall be constructed using stainless steel spigot welded at an angle to the unit's chamber.
- y. Emergency Stop Button- Emergency twist-unlock stop button shall be located at both

- ends of the washer, two on the load end and two on the end of the unit.
- z. Unload Sensor-A photo-electric eye proximity are located on the unload end of the conveyor belt that will automatically pause the forward movement of the conveyor belt. These sensors can be activated or de-activated from the touch screen.
- aa. Safety Features as Follows:
1. Emergency stop push/twist un-lock (E-Stop) buttons at both ends of the unit to terminate all process and conveyance functions. Processing resumed by resetting emergency stop button and activating cycle start button.
 2. Photo-electric eye proximity sensor shall be located on the unload end of the washer which will stop the conveyor belt when sensor is engaged.
 3. Each chamber door with a disconnect switch to terminate all process and conveyance functions upon opening any door. Processing resumes unless all doors are fully closed. All emergency conditions are audibly and visually enunciated. No externally mounted or exposed sensors on doors will be allowed.
 4. Conveyor motor is equipped with an adjustable mechanical torque-limiting safety clutch that will disengage the rotation of the belt when a physical impedance of the belt has occurred.
- bb. Pressure Gauges - Liquid filled gauges must be installed for monitoring the supply pressure of steam, hot and cold water.
6. Control System:
- a. Multi-cycle Microprocessor Control System -A microcomputer with a 5" TFT Color Touchscreen interface monitors and controls all aspects of the washer cycles and process operations. Eight (8) fully adjustable programmable cycles comes with the unit. Cycle times and temperatures shall be expressed in minutes/seconds and degree increments respectively. Temperatures shall be selectable and displayed in either Fahrenheit or centigrade. In the event of a power failure, a battery backup of the microcomputer shall be provided.
 - b. Stainless Steel Control Guard - The unit shall be provided with a stainless steel guard to protect the touch screen and controls from inadvertent damage.
 - c. Program Security- The controls shall come standard with the "Advanced Adjustable Multi-Tiered Password Protection System". Cycle programming shall be set by supervisory personnel to insure process and cycle security. Treatment times, settings, and other key cycle parameters shall be programmable. A tiered password system allowing up to eleven (11) different passwords shall be available for incremental access to the various program parameters. As the operator comfort and confidence level increases, supervisory personnel shall have the ability to grant access to specific program parameters.
 - d. Built-in Advanced Diagnostics -the controls shall feature several advanced diagnostic systems to include:
 1. Advanced Alarm and Data Logging- The program feature provides user friendly alarm log, recovery and checking screens. Additionally, an alarm pop-up box with description of possible causes for the fault are integrated into the touch screen.

2. Advanced Diagnostics - The control program shall be provided with an integrated P&ID flow chart with real time integrated service flow and Input/Output Summary screen allowing operators and service personnel quick access to machine function status.
3. Advanced Maintenance and Troubleshooting-- The control program shall be provided with a graphical P&ID chart screen with touch cell descriptions and an image based Service View screen with touch eel description, providing operators and maintenance personnel with quick visual reference to parts and their descriptive information.
4. Parts List ID and Visual Reference - The control program shall be provided with a Parts List Identification screen complete with pop-up visual reference, symbols, and pars# ID to assist operators and maintenance personnel with troubleshooting activities.
5. Technical Mode Coordinated I/O Charts-In the Service/Technician Mode, Technicians shall be provided with access to coordinate, color code descriptive Information, I/O status, wire number designations, I/O module color for each of the inputs and outputs of the system.
6. Chemical Pump Priming Function- The control program shall be provided with a Chemical Pump Priming screen to allow supervisory and chemical agent personnel the ability to pre-program and adjustable time for chemical pump priming during chemical drum change out procedures. This feature shall insure that chemical lines are primed with chemical prior to washer operations during the cycle process.
7. Statistics Mode and Activ PM- The control system shall be provided with a statistics mode that keeps track of a wide variety of parameters such as peer Cycle Usage, Total number of Cycles Operated, Hours of Operations. In addition to the recording of general statistics, this mode shall have the ability to forecast a PM Schedule, referred to as Activ PM. Each component shall be actively monitored for usage so that scheduled Preventative Maintenance programs will be more proactive. The control system shall alert the maintenance personnel through a data log when each individual component has reached it anticipated life expectancy.
- e. Advanced Alarm and Data Logging- The program feature shall provide a user friendly log, recovery, and checking screens. Additionally, an alarm popup box with the description and possible causes for the failure shall be integrated into the touch screen.
- f. Thermal Cycle Data Printer-An integral thermal printer with automatic paper take-up shall be provided to record all cycle programs and in the process of performance data including data times, treatment cycle selected, deviations, and alarms for permanent record.
- g. Printer Cover-A NEMA 12, IP54 (or equivalent) rated plastic printer cover shall be provided to house both the printer and take-up spool.
- h. RS485 Port for Data Transfer --An RS485 communication port shall be provided for the transfer of cycle data to a remote computer terminal or printer. (Software integration to interpret data shall be supplied by PBRC IT Department)

- i. Compact Flash Card - Data Collection - The unit shall be provided with a compact flash card allowing Supervisors/Managers the ability to download current cycle data directly to the Flash Card and printing this cycle data offline with a PC or laptop station. Data shall be automatically stored with the date stamp on the file. Cycle data and parameters are to have the capability to be viewed and printed using MS- Excel software. The CF must be able to store 1 to 2 years of data.
- j. Compact Flash Card - The unit shall be provided with a compact flash card allowing Supervisors/Managers the ability to save the PLC, and touch screen program for storage and safe keeping in the event of a PLC or touch screen failure.
- k. Operational Energy Saver-A load end sensor shall be integrated with the advanced control system to monitor the usage of the washer. If the washer is not used for an adjustable period of time, the washer is automatically placed in pause mode to conserve energy.

8. Operation/Performance:

Items to be cleaned are loaded manually inverse position on the load end of the conveyor belt. Items are conveyed automatically through various treatments and discharged.

- a. Automatic Phase Treatment Cycle -- The standard treatment consists of the following phases: Pre-Wash, Wash, Rinse, Final Rinse, and Drying. The wash and rinse phase are re-circulated under pump pressure. The final rinse is fresh water from facility supply. The pre-wash solution is supplied from the rinse tank under pump pressure
- b. The Cycle, once activated shall be completely automatic and will consist of the Following operations:
 - 1. Pre-Wash -Water recovered from the recirculated rinse tank under pressure flushes items to remove gross debris. Spent solution is directed to automatic drain discharge.
 - 2. Recirculated Wash - Hot detergent solution is recirculated through the jet system under pump pressure. Temperature adjusted to 190 degrees F.
 - 3. Recirculating Rinse- hot water is recirculated through the jet system under pump pressure. Temperature adjustable to 190 degrees F.
 - 4. Non-Recirculated Final Rinse -- Hot water from house supply is heated through the steam heat exchanger and sprayed through the jet system. Spent solution drains to recirculated rinse tank. Temperature adjustable to 195 degrees F.
 - 5. Drying -- Hot air is recirculated through the steam coil and directed through side flat air Knives.
 - 6. The program must be capable of customizing the sequence of the operation to turn off or on any stages of the washer, and to adjust solution temperatures in the wash and rinse tanks, and to adjust the dryer temperature.
- c. Treatment Temperature Guarantee - Temperature guarantee available for all stages of sequencing; Wash - Rinse - Final Rinse - and Dryer. If temperatures drop below set temperature, conveyor belt shall temporarily stop until proper temperature is reached. If the set point temperature is not achieved in an

adjustable time period, the washer will stop operation and alarm.

Touchscreen control system will indicate which tank is not a proper temperature.

Temperature guarantee selection adjustable through Touchscreen.

- d. Automatic Fill- The washer and recirculating rinse tank can be programmed for filling for daily operations from the control system.
- e. Automatic Drain - The wash and recirculated rinse tanks will automatically drain when desired. Individual tanks or both tanks can be automatically drained. Automatic Drain function is selectable, either standard cold water injection for drain cool down or energy saver drain mode which monitors water temperature in the tank until 140 degrees F is reached before releasing the solution to drain. Manual operation of tank drain valves will not be required.

9. Equipment shall be Furnished, Installed and Started.

B. MANUAL DUMP STATION:

1. General:

- a. Supplier shall provide same requirements for the Dump Station as specified above for Tunnel Washer.

2. Product Description:

- a. Better Built Model MDS 724-20200 (or equal), Standalone W/Mobile Waste Containers
- b. Side Orientation-- Left side drain discharge location and right side vent location.
- c. Bin Containers -- The unit must be provided with dump into dual bin containers. Unit contains (2) bins with a mobile cart.

3. Standards and Configuration:

- a. Integral assembly - Unit must be integrated with the T236 tunnel washer.
- b. Access Doors -- Lift-off panels are integrated into the cabinet for access to waste containers.
- c. Stainless Steel Framework - Materials shall be type 304 stainless steel.
- d. Removable Grate - Unit must be furnished with a heavy-duty, stainless steel grate.
- e. Adjustable Legs - Unit must be provided with thread down legs for adjustment to sloping floor.

4. Dust Collecting System:

- a. Dust containment system, side mounted - The unit shall be provided with vents, collar, fan, and external blower must be directed to the tunnel washer.

C. CHUTE BEDDING DISPENSER:

1. General:

- a. Supplier shall provide same requirements for Chute Bedding Dispenser as specified above for Tunnel Washer and Dump Station.

2. Product Description:

- a. Better Built Model C202, Chute Bedding Dispenser or equivalent.

3. Standards:

- a. Certified to UL 508A, Issue: 2001/04/25 Ed: 1 Rev: 2010/02/04 Industrial Control Panels by third party inspection Agency.
- b. Certified to CSA CAN/CSA-C22.2 No. 14-10 Issue: 2010/02/01 Ed: 11, General Instruction No. 1:2010/09/01 Industrial Control Equipment by a third party inspection agency.
- c. Evaluated and conforms to CSA C22.2 No, 94.1-07 First Ed./ UL 50 Twelfth Ed. Enclosures for Electrical Equipment, Non-Environmental Consideration, 0/04/07 by a third party inspection agency.
- d. Evaluated and conforms to CSA C22.2 No. 94.2-07 First Ed. JUL SOE First Ed. Enclosures for Electrical Equipment, Environmental Consideration, 09/04/07 By third party inspection agency.

4 Configuration:

- a. Model: C202 (or equivalent), Number of Chutes: 2, Overall W x D x H: 46" X 30" x 98" (1168 x 762 x 2489 mm)

5. Assembly:

- a. Stainless Steel Framework - The unit is designed and assembled using type 304 stainless steel. Assembly including the bedding hopper, support structure , and cabinet.
- b. Storage/Dispensing Hopper- The storage hopper is located in the base of the unit and the dispensing hopper is located at the top of the unit.
- c. Vacuum transfer- Based on level sensors bedding materials are conveyed from lower storage hopper to the upper dispensing hopper by and internal vacuum system.
- d. Controlled Dispensing Volume - High-speed pneumatic valves ensure a controlled bedding material is dispensed in each cage placed beneath the chute. Capable of handling multiple cage brands, types and sizes.
- e. Flap Gate Dispensing- Non-sliding gate design uses a pneumatic actuated flap gate which eliminates dispensing errors.
- f. Presence Sensors - Tactile presence sensors confirm a cage is correctly located and ready to accept bedding materials. Dispensing can be achieved individually or simultaneously.
- g. High and Low Level Sensors - Provide in both the storage dispensing re high and low level to monitor and regulate the flow of bedding materials.
- h. Different Bedding Types - Employing the correct agitation method ensures dispensing of different bedding types including problematic light-weight paper verities is easily achieved. Sweepers, mixers, agitator's and vibration devices are used based on the bedding type.
- i. Controls - The unit is provided with a self-contained stainless steel operator panel complete with on/off, start, stop, E-stop switches, adjustable dispensing timers and indicator lights. The bedding dispenser is controlled by a Micro-PLC.
- j. Viewing Window- The hinged front viewing window provides easy access to the dispensing hopper without tools for maintenance purposes

- k. Maintenance Access -A hinged and lockable full sized access door must be provided on the control side of the unit along with other removable access panels for ease of maintenance.
 - l. Adjustable Stainless Steel Legs - The unit must provide with adjustable stainless-steel legs for installation and leveling purposes within the facility.
 - m. Left or Right-Side Controls - To be determined by PBRC, the unit comes with a choice of either left or right-side controls including service access.
5. Other Equipment Must Be Included:
- a. Swivel Casters - Set of four heavy duty 5" swivel casters with brakes. Stainless steel framework with non-marking wheels.
 - b. Blower and Bag Dust Containment System - Unit is provided with a dust collection system to remove dust generated by filling operation and eliminate the need for connecting to facilities exhaust. The Blower and Bag Dust Containment System consists of a 1/3 HP blower and 5-micron filter bag connected to the exhaust connection on the dispenser. The system is inter-wired to the bedding dispenser with on/off controls.
 - c. Agitation System- To promote bedding material flow, Vibration system must be used.
 - d. Touchscreen Control Panel -- Standard 5" TFT Color Touchscreen controls are mounted on the service side of the unit and consist of On/Off Switch, Start, Stop and Emergency Stop push buttons. The touchscreen displays all current cycle data Information.

D. STAINLESS STEEL MODULAR WALL:

1 General:

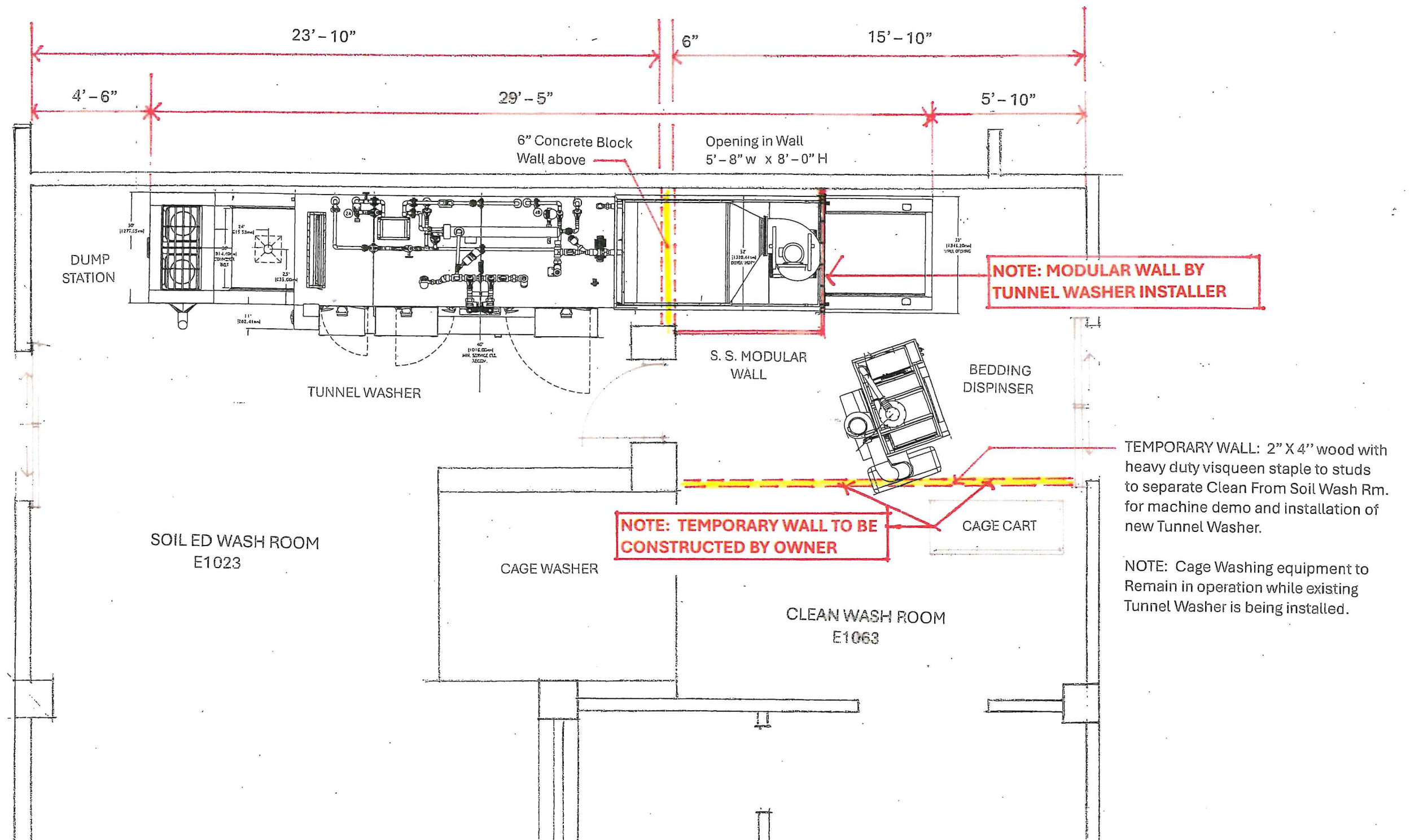
- a. Modular wall must be installed to separate Clean Washroom from Soiled Washroom. Panels must be installed to separate the two areas.

2. Product Description:

- a. Wall and sub-parts must be fabricated from 18 ga, 304 Stainless Steel sheets with a # 4 finish. Better Built Modular Panels (or equal) must be provided.
- b. Provide access doors as required for equipment maintenance.

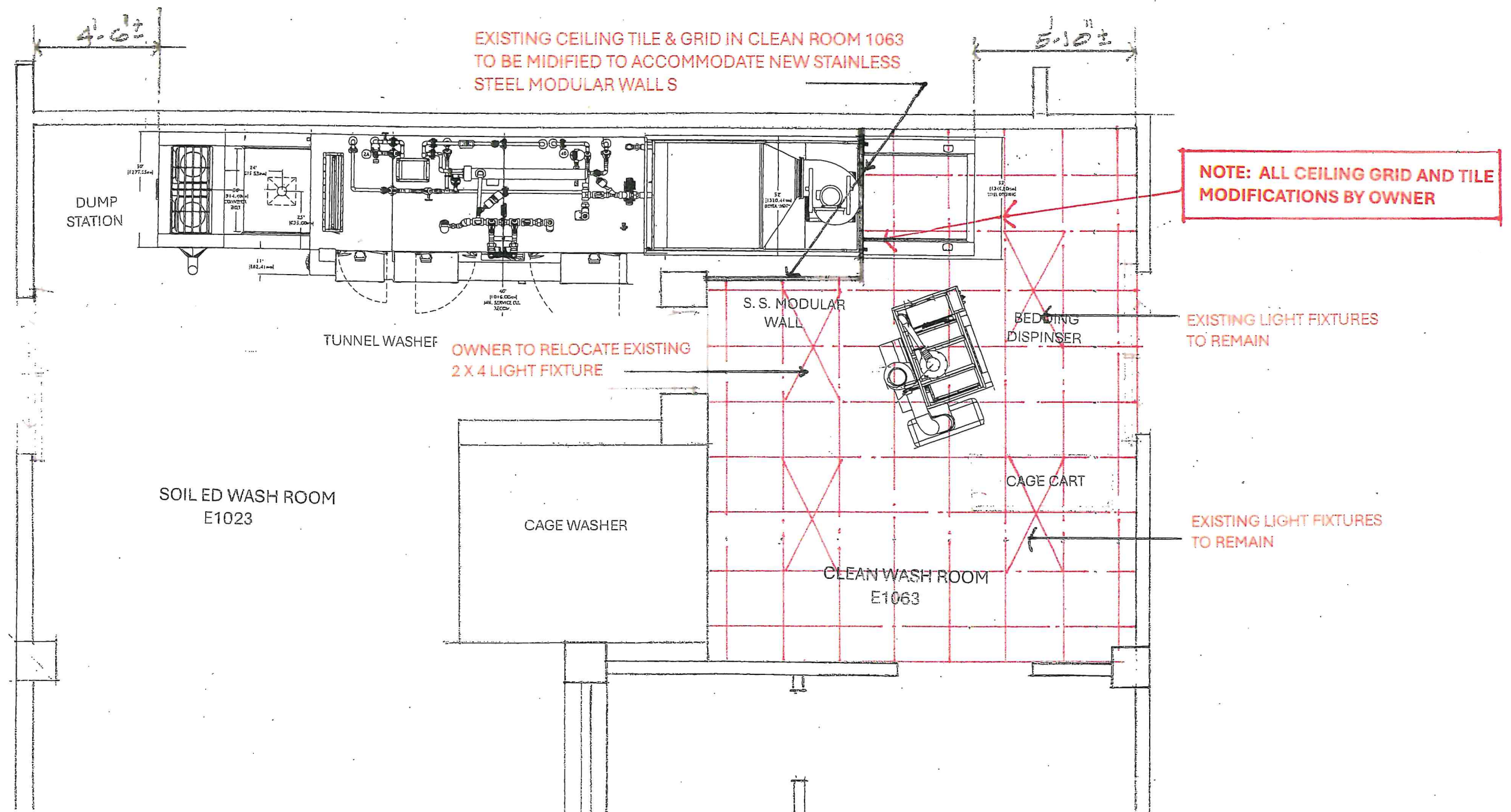
3. Installation of Modular Wall Panels.

- a. All panels shall be fabricated with frames to allow for bolting the panels in place around and across the equipment to provide for a seal to separate the Clean and Soiled side of the operation.
- b. All joints in panels and at intersections with equipment and ceilings shall be sealed using metal colored silicone sealant



FLOOR PLAN SHOWING LOCATION OF NEW TUNNEL WASHER

Scale - 1/4" = 1'-0"



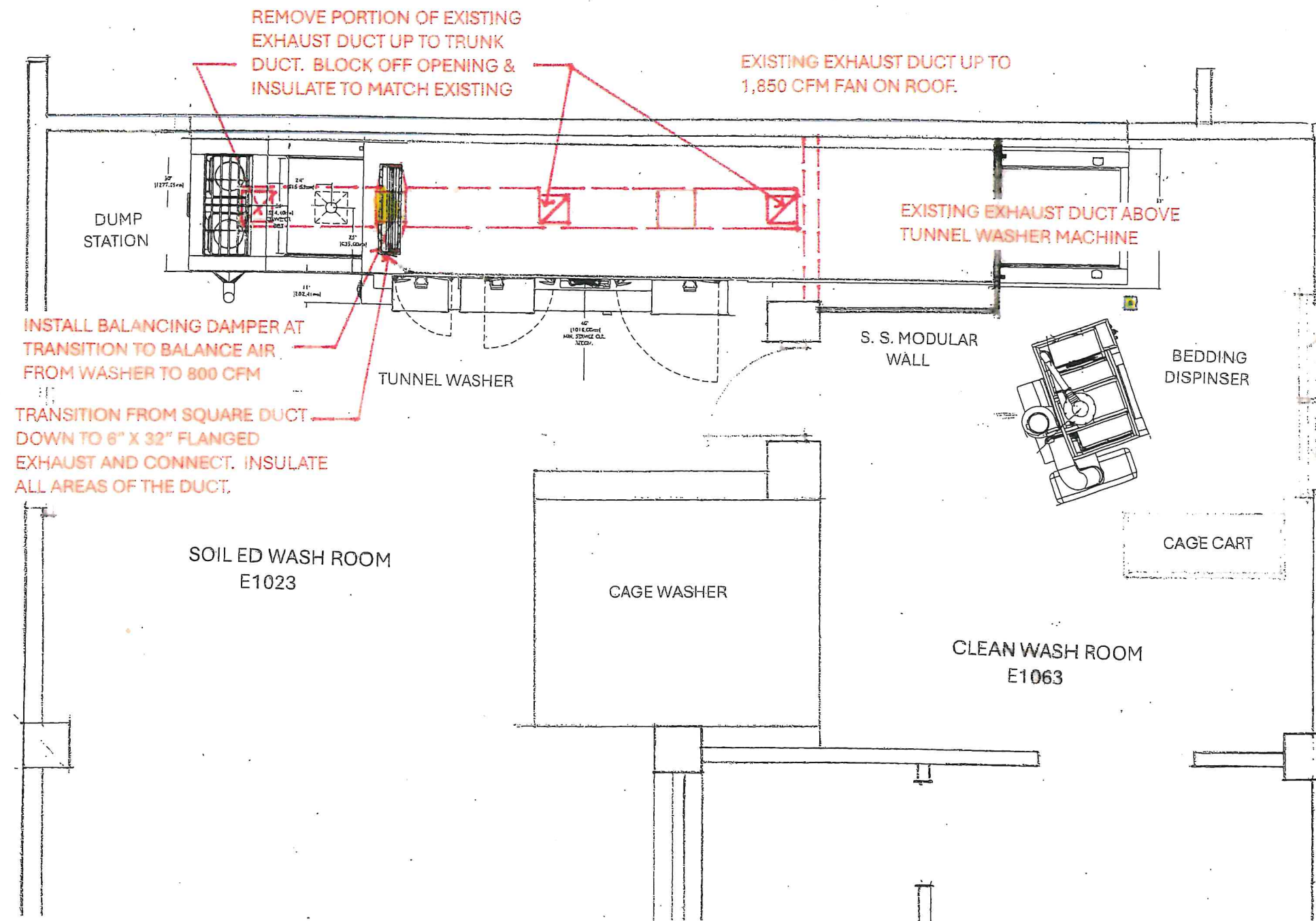
FLOOR PLAN SHOWING LOCATION OF NEW TUNNEL WASHER

Scale - 1/4" = 1' - 0"

NOTE: ALL HVAC DUCTWORK AND
MODIFICATIONS BY OWNER

NOTE: SEE TUNNEL WASHER DETAIL
DRAWINGS FOR NEW LOCATIONS
FOR SERVICES. MODIFY EXISTING
AS NECESSARY TO CONNECT THE
NEW TUNNEL WASHER.

AFTER MODIFICATIONS, INSULATE
AND LABEL ALL PIPES AND WIRING
TO NEW EQUIPMENT

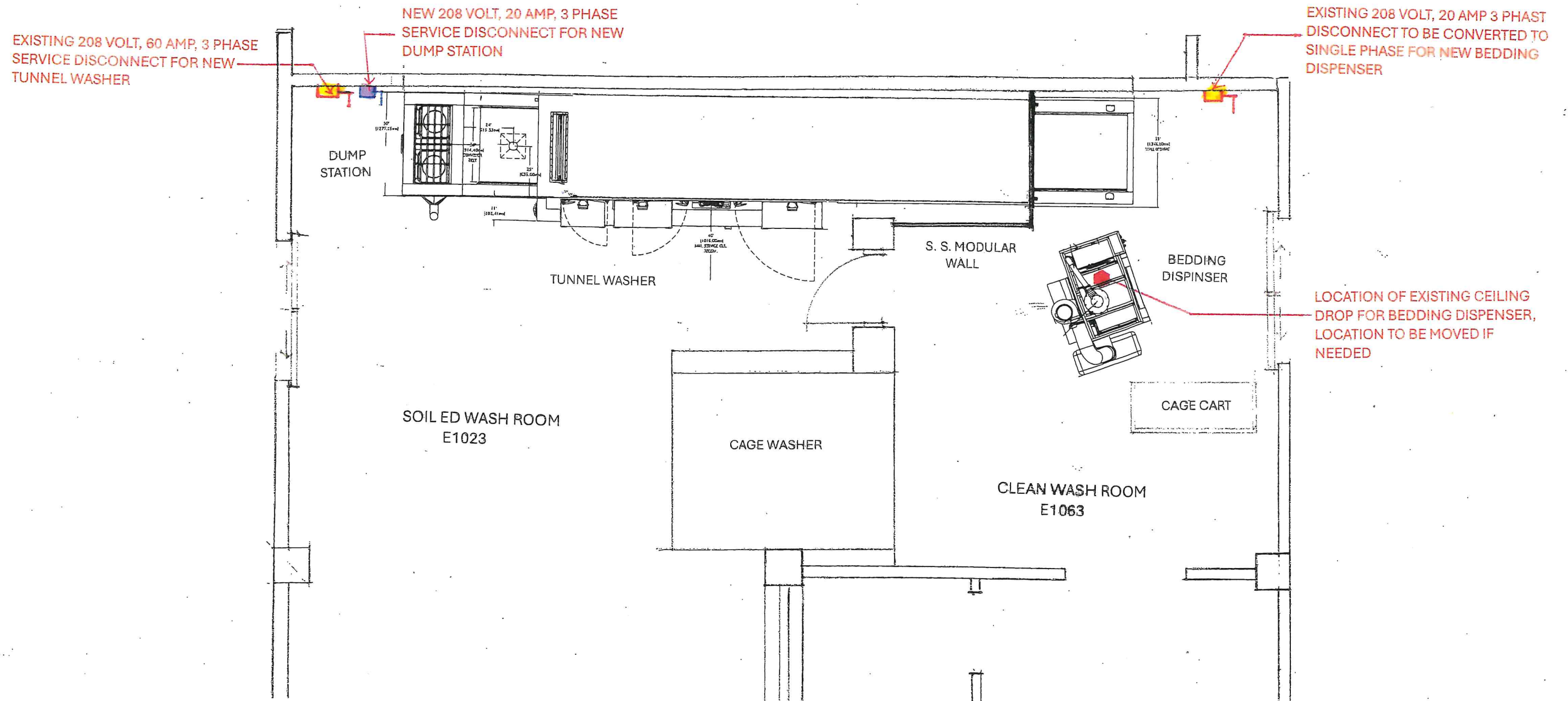


(EXISTING DUCTWORK MODIFICATION PLAN)

FLOOR PLAN SHOWING LOCATION OF NEW TUNNEL WASHER

Scale - 1/4" = 1' - 0"

NOTE: ALL ELECTRICAL WORK TO BE
FURNISHED BY OWNER. ALL EXISTING
FLUORESCENT CEILING FIXTURES
TO BE CHANGED OUT TO LED BY
OWNER



(ELECTRICAL PLAN SHOWING SERVICE LOCATIONS)

FLOOR PLAN SHOWING LOCATION OF NEW TUNNEL WASHER

Scale - 1/4" = 1' - 0"



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.