

INVITATION TO BID			BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			11/13/2025 11:00 AM CT	
SOLICITATION RFQ-0000002647 SUPPLIER # SUPPLIER NAME AND ADDRESS 			RETURN BID TO lsubids@lsu.edu Buyer Sharday Warner Mckinley Buyer Phone Buyer Email swarner@lsu.edu Issue Date 10/28/2025	
TITLE: REBID RESIDENTIAL LIFE HVAC PREVENTATIVE MAINTENANCE SERVICES				
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 #	

SPECIAL TERMS & CONDITIONS	INVITATION TO BID	Page 2
SOLICITATION RFQ-0000002647	DUE DATE 11/13/2025	DUE TIME 11:00:00 AM
<u>1. 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 (<i>This email address should be used for bid submissions only</i>). 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>2. 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>3. Method of Award</u>		
All or None - Bid shall be awarded to the lowest responsible and responsive supplier for all items.		
<u>4. Insurance Requirements</u>		
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.		
5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 3
SOLICITATION RFQ-0000002647	DUE DATE 11/13/2025	DUE TIME 11:00:00 AM
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.		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 4
SOLICITATION RFQ-0000002647	DUE DATE 11/13/2025	DUE TIME 11:00:00 AM
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.		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 5
SOLICITATION RFQ-0000002647	DUE DATE 11/13/2025	DUE TIME 11:00:00 AM
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.		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 6
SOLICITATION RFQ-0000002647	DUE DATE 11/13/2025	DUE TIME 11:00:00 AM
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	
SOLICITATION RFQ-0000002647		DUE DATE 11/13/2025		DUE TIME 11:00:00 AM		
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Facility Svcs 70 Engineering Ln Baton Rouge, LA 70803						
1	All or None Taylor Hall	4	Quarter	\$ _____	\$ _____	
2	All or None Old President's House	4	Quarter	\$ _____	\$ _____	
3	All or None Pentagon Activity Center	4	Quarter	\$ _____	\$ _____	
4	All or None Herget Hall	4	Quarter	\$ _____	\$ _____	

PRICE SHEET			INVITATION TO BID		Page 8	
SOLICITATION RFQ-0000002647			DUE DATE 11/13/2025		DUE TIME 11:00:00 AM	
ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
5	All or None Miller Hall	4	Quarter	\$ _____	\$ _____	
6	All or None McVoy Hall	4	Quarter	\$ _____	\$ _____	



REBID RESIDENTIAL LIFE HVAC PREVENTATIVE MAINTENANCE SERVICES

SPECIFICATIONS

GENERAL

Louisiana State University (LSU) is soliciting bids from qualified HVAC contractors to provide comprehensive preventative maintenance services for HVAC equipment located in the buildings identified in these specifications for **Residential Life at the LSU A&M Campus**.

Under this agreement, each unit will receive **three (3) operational maintenance visits and one (1) annual comprehensive inspection** per year, along with **quarterly filter replacements**.

Please note: **Refrigerant is not included** in the scope of this agreement. Any repairs or services beyond the defined preventative maintenance scope, including the provision or replacement of refrigerant, will be quoted and billed separately.

The intent of this agreement is to promote reliable HVAC system performance, extend equipment lifespan, enhance energy efficiency, and minimize operational downtime.

A site visit, walk-through, and mandatory pre-bid meeting are NOT required and will NOT be scheduled. All equipment is readily accessible, and no restricted or limited access conditions exist. Refer to Attachments A and B for detailed lists of equipment and associated filters.

LOCATIONS & EQUIPMENT

(See Attachment A for further details on equipment and Attachment B for list of filters)

McVoy:

5 air handler units.

Miller:

7 air handlers, 2 DX units, and 1 fan coil unit.

Herget:

7 air handlers, 3 DX Units, and 3 fan coil units.

Pentagon:

2 VRVs, 1 fresh air unit, 19 cassettes and 13 branch selectors.

Taylor:

1 heat recovery unit and 2 ceiling cassettes

Old President:

2 VRVs and their control panel and 18 each ceiling cassettes with pumps.



PREVENTATIVE MAINTENANCE SERVICES SCOPE OF WORK

Operational (AHUs & FCUs):

- Inspect & Replace air filters (if needed).
- Inspect Coils and Connections.
- Check the tension and condition of belts.
- Check the blower assembly, including bearings and pulleys (Lubricate bearings/motor if necessary).
- Measure voltage and amperage on motors.
- Inspect Primary Drain Pan (Clear if necessary).
- Inspect Return Air Grilles (Clean if necessary).
- Log all data.

Annual (AHUs & FCUs):

- Inspect & Replace air filters (if needed).
- Inspect coils, ductwork, valves, and Connections.
- Clean coils on FCUs
- Check the tension and condition of belts.
- Check the blower assembly, including bearings and pulleys (Lubricate bearings/motor if necessary).
- Measure voltage and amperage on motors.
- Inspect Primary Drain Pan (Clear if necessary).
- Inspect Return Air Grilles (Clean if Necessary).
- Log all data.

Operational (Split Systems):

- Inspect & Replace air filters (if needed)
- Inspect Evaporator & Condenser Coils
- Check the blower assembly
- Check belt condition (If applicable)
- Inspect Primary Drain Pan (Clear if necessary)
- Inspect Return Air Grilles (Clean if necessary)
- Check refrigerant charge on system (sub-cooling or superheat)
- Check the voltage and amperage on the compressor.
- Log all data.



Annual (Split Systems):

- Inspect & Replace air filters (if needed)
- Inspect Evaporator & Condenser Coils
- Clean Condenser Coils
- Check the blower assembly
- Check belt condition (If applicable)
- Inspect Primary Drain Pan (Clear if necessary)
- Inspect Return Air Grilles (Clean if necessary)
- Check refrigerant charge on system (sub-cooling or superheat)
- Check the voltage and amperage on the compressor.
- Log all data.

Operational (VRV-outdoor):

- Check unit cabinet for signs of physical damage
- Check the outdoor unit air intake and discharge clearances
- Ensure the outdoor cabinet drains are clear
- Check the condition of the heat exchanger (outdoor coil), clean the heat exchanger and repair any fin damage
- Make sure outdoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor
- Ensure that the refrigeration piping insulation is not damaged
- Ensure all refrigerant piping is insulated
- Check for signs of refrigerant leakage, i.e. oil in base of unit and around brazed joints
- Tighten all electrical connections
- Check that all connectors are securely connected to the outdoor unit Printed Circuit Board (PCB)
- Ensure all cabinet screws are secure
- While operating, check of the system for any abnormal noise or vibration from the condensing unit
- Service Checker operational data observed, saved and logged
- Clean the in line water strainer (VRV W)
- Verify proper flow (gallons per minute) through the brazed plate exchanger (VRV W)
- Ensure the water pressure supplied is within manufacturer's specifications (VRV W)
- If glycol is present refer to sales bulletin VRV051A for manufacturer's requirements (VRV W)
- Ensure the VRV W condenser has the proper clearances
- Ensure the inverter fans are clean and operational (VRV W)
- Ensure there are no water leaks on any part of the condenser including the brazed plate exchanger, and strainer (VRV W)



- Ensure the water quality meets, or exceeds manufacturer's specifications which are found in the VRV W service manual
- Ensure there is no air in the water lines (VRV W)
- Ensure that there is no damage to the plate exchanger's insulation (VRV W)
- Ensure the entering water temperatures are within manufacturer's specifications of 67° F and 95° F (VRV W)
- Ensure that all mandatory components are in working order i.e. Strainer, flow switch, water temp stat, pumps (VRV W)

Operational (VRV-Indoor):

- Check unit cabinet for signs of physical damage
- Check the indoor unit air intake and discharge clearances
- Check that the drain is not blocked
- Check the condition of the heat exchanger (indoor coil), clean the heat exchanger and repair any fin damage
- Make sure indoor fan is free of dirt, debris, cracks, etc. and that it is securely connected to the fan motor
- Ensure that the refrigeration piping insulation is not damaged
- Ensure all refrigerant piping is insulated
- Check for signs of refrigerant leakage, i.e. oil in drain pan of unit and around flared joints
- Tighten all electrical connections
- Check that all connectors are securely connected to the indoor unit Printed Circuit Board (PCB)
- Ensure all cabinet screws are secure
- While operating, check for any abnormal noise or vibration
- Check the set points for space heating and space cooling
- Check the current time and day setting on the controller
- All Heating and Cooling zones should be tested for proper operation

Operational (Cassettes):

- Filter cleaning/replacement
- Drain pan & condensate line inspection
- Check blower fan & vanes
- Coil cleaning
- Check refrigerant piping insulation
- Remote controller & sensor check
- Electrical & communication wiring inspection
- Airflow test

**Annual (Cassettes):**

- Deep coil cleaning
- Drain pan treatment
- Check refrigerant pressures & performance
- Thermographic or electrical testing
- Check swing motors & actuators
- Check insulation integrity
- System calibration
- Full operational test

REPORTING

Provide a written service report after each visit documenting work completed, readings taken, and recommendations for corrective actions.

Identify and assess repairs that fall outside the scope of preventative maintenance. Provide a detailed written proposal outlining the recommended repairs and submit proposals to Skirkwood@lsu.edu for review and approval prior to initiating any work.

SCHEDULING OF WORK

Preventative maintenance visits shall occur [quarterly/annually] as agreed upon in the awarded contract.

Contractor shall coordinate with LSU Facility Services HVAC Manager prior to arriving on campus to minimize disruption to operations.

WORKING HOURS

The supplier shall perform work during Facility Services' standard operating hours, which are Monday through Friday from 7:30 a.m. to 4:00 p.m. Payment will be authorized only for hours worked on-site.

Contractor Qualifications

All workers furnished under this contract shall be experienced HVAC technicians that have worked in the HVAC Maintenance field. Each person must be qualified to work with a minimum amount of supervision and accomplish his/her tasks in an acceptable manner. If, in the opinion of the University, the worker(s) supplied cannot perform the required work, the University may cancel the remaining portion of this contract. Supplier may be required to supply a summary of experience indicating the ability of the supplier to perform the required work. All personnel of the supplier will be required to wear, at all times on the premises, a uniform with identification badges stating company name and worker's name.

Proof of insurance, including general liability, automobile liability and worker's compensation, must be provided. See attached requirements for full details.



The Supplier is required to possess the following license at time of award:

- Louisiana Commercial Contractor's License with a classification in "Mechanical" and/or "HVAC" (Statewide). Supplier should list license number below:

License # : _____

- License must be active at the time of bid submission.
- Must be licensed by the Louisiana Board for Contractors

PERIOD

The contract period is to be effective from the time of award and continue until June 30, 2026 for a one (1) year period. If mutually agreed, the contract may be extended for two (2) additional 1-year periods under the same terms and conditions.

DELIVERABLES

- Maintenance schedule outlining frequency and scope of services.
- Service reports for each visit.

Annual summary report of services performed, issues found, and recommended upgrades or replacements.

PRICING & INVOICING

Bid shall include total cost for each building, broken down for quarterly installments.

Contractor shall submit invoices quarterly with attached service reports to APtravel@lsu.edu.

QUALITY OF WORK

LSU shall be the sole judge of performance under the terms of this contract. Where work does not conform to the above standards, the supplier will be notified in writing. Satisfactory corrections will be made within five (5) working days after notification at no cost to the University. If satisfactory corrections are not made within the five (5) working day time frame, a Deficiency Complaint Report will be issued. The University may cancel this contract in accordance with the Term Contract Special Terms and Conditions and proceed to award to the next qualified supplier or rebid at its option.



EXECUTION OF WORK

The supplier shall provide a sufficient number of personnel who possess the vital experience and skills necessary to perform the contracted work and shall not arbitrarily remove skilled and experienced personnel from any University project during the term of the contract and any renewals. Supplier personnel changes that adversely impact the work in any manner may result in a Deficiency Complaint Report. See the Term Contract Special Terms & Conditions document for information on Deficiency Complaint Reports.

The Supplier shall adhere to Louisiana State University policy statements and guiding documents set forth by the University Environmental, Health, and Safety Program, University Safety Policy, and University Safety Manual.

Links are listed below.

<https://www.lsu.edu/ehs/>

https://www.lsu.edu/policies/ps/ps_19.pdf

<https://www.lsu.edu/ehs/about/references-and-forms/university-safety-manual.php>

LSU reserves the right to demand the removal/replacement of any employee who is deemed by Office of Facility Services to have inadequate training and experience to perform the task to which he or she is assigned.

AWARDING OF BID

All or None- Award will be made to the lowest responsible and responsive supplier for all items.

HVAC Info McVoy Hall

Basement Constant Volume AHU:

Make: Daikin
Model: CAH008GMAM
Serial: FBOU250601582

1st Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GDDM
Serial: FBOU111101543

2nd Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GDDM
Serial: FBOU121200340

3rd Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GDDM
Serial: FBOU131101104

4th Floor Constant Volume AHU:

Make: Daikin
Model: CAH020GDDM
Serial: FBOU130500513

HVAC Info Miller Hall

1st Floor Constant Volume AHU:

Make: Daikin
Model: CAH032GDDM
Serial: FBOU141100470

2nd Floor Constant Volume AHU:

Make: Daikin
Model: CAH028GDDM
Serial: BOU140501130

3rd Floor Constant Volume AHU:

Make: Daikin
Model: CAH028GDDM
Serial: FBOU111100852

4th Floor Constant Volume AHU:

Make: Daikin
Model: CAH028GDDM
Serial: FBOU101100729

5th Floor Constant Volume AHU:

Make: Daikin
Model: CAH028GDDM
Serial: FBOU131100547

6th Floor Constant Volume AHU:

Make: Daikin
Model: CAH028GDDM
Serial: FBOU121200404

7th Floor Constant Volume AHU:

Make: Daikin
Model: CAHU028GDDM
Serial: FBOU91200915

Penthouse Elevator FCU

Make: MagicAire
Model: 48/60-BMGP
Serial: W020325640

RC Room 132 Condenser:

Make: Rheem
Model: RAKB-036CAZ
Serial: 7008 M5105 07112

RC Room 132 Air Handler

Make: International Comfort Product
Model: NFCP360002
Serial: L0122 67742

GRC Room 124 Condenser:

Make: Nordyne
Model: FS3BA-036CA
Serial: FAS010502780

GRC Room 124 Air Handler:

Make: Weather King
Model: 17AHJ11S62C04
Serial: T M2203 1525

HVAC Info Herget Hall

1st Floor RH Constant Volume AHU:

Make: Daikin
Model: CAH012GDDM
Serial: FBOU121101036

6th Floor Constant Volume AHU:

Make: Daikin
Model: CAH031GDDM
Serial: FBOU101100247

1st Floor LH Constant Volume AHU:

Make: Daikin
Model: CAH018GDDM
Serial: FBOU111100888

Elevator FCU

Make: MagicAire
Model: 60-BMW/BMX
Serial: W03081486

2nd Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GBAM
Serial: FBOU091200592

Rm 111 Condenser:

Make: Goodman
Model: GLZS4BA1810AA
Serial: 2407179437

3rd Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GBAM
Serial: FBOU140501161

Rm 111 Air Handler:

Make: Goodman
Model: AMST24BU1300AA
Serial: 2502222803

4th Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GBAM
Serial: FBOU141100202

Rm 115 Condenser:

Make: Goodman
Model: GSX140251LC
Serial: 2107070578

5th Floor Constant Volume AHU:

Make: Daikin
Model: CAH019GBAM
Serial: FBOU131101066

Rm 115 Air Handler:

Make: York
Model: F2FP024N068
Serial: (S) EEJS128540

Rm 116 Condenser:

Make: Lennox
Model: 13ACD-024-230-05
Serial: 5808J26977

B16 Kitchen FCU:

Make: Williams Comfort
Model: LH008W26D601R000
Serial:

Rm 116 Air Handler:

Make: Lennox
Model: CB30M-21/26-4P
Serial: 5808J14112

B18 Laundry FCU:

Make: Williams Comfort
Model: LH008W26D601R000
Serial:

Pentagon Activity Center

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A011591

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012164

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012148

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012679

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012153

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012686

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012155

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012687

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012156

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012688

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012157

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A19408037155

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012158

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A19408037548

Branch Selector
Make: Daikin
Tag No: BSVQ36PVJU
Serial: A012159

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A19408037559

Pentagon Activity Center

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A1940803756A

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A1940803758C

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: A19408037638

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A19409017356

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A1940901787D

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A19409019022

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A19409019437

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A1940901975C

Ceiling Cassette
Make: Daikin
Tag No: FXZQ09M7VJU
Serial: A19409019808

Ceiling Cassette
Make: Daikin
Tag No: FXZQ12M7VJU
Serial: A19410027494

Ceiling Cassette
Make: Daikin
Tag No: FXZQ12M7VJU
Serial: A19410028044

Ceiling Cassette
Make: Daikin
Tag No: FXMQ36PVJU
Serial: E00027B

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07M7VJU
Serial: J003921

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07TAVJU
Serial: J002926

Ceiling Cassette
Make: Daikin
Tag No: FXZQ07TAVJU
Serial: J002929

Heat Recovery Unit
Make: Daikin
Tag No: REMQ96PATJ
Serial: A000365-1

Pentagon Activity Center

Heat Recovery Unit

Make: Daikin

Tag No:

Serial: A0000261

HE Series ERV

Make: Daikin

Tag No: HE1XIN

Serial: A117267C

Old President's House

0.5-Ton Wall Mounted Unit

- 1st Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E016203

Cassette – Store 1004 Front 1st Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001352

Cassette - Reception Center 1st floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001343

Cassette – Store 1004 Rear 1st Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001354

Cassette – Office 2002 2nd Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001344

0.5-Ton Wall Mounted Unit

– Men's RM 1st Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E031721

Cassette – Office 2001A 2nd Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001347

0.5-Ton Wall Mounted Unit

– Data RM 2006 2001D 2nd Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E031728

Cassette – 2nd Floor Wall Unit w/ Pump

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001348

0.5-Ton Wall Mounted Unit

– Lounge 2nd Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E032394

Cassette – Office 2004 2nd Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001349

0.5-Ton Wall Mounted Unit

– Call Center 2001D 2nd Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E032402

Cassette – Rear Corridor 1st Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001350

0.5-Ton Wall Mounted Unit

– Break Room 2nd Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E032422

Cassette – Top of Stairs 2nd Floor

Make: Daikin

Tag No: FXUQ18PVJU

Serial: C001351

Old President's House

0.5-Ton Wall Mounted Unit

– 2nd Floor Restrooms

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E032426

0.5-Ton Wall Mounted Unit

– Ladies Room 1st Floor

Make: Daikin

Tag No: FXAQ07PVJU

Serial: E032427

4 Ton VRV-IV S Heat Pump Unit

- IT Room Ext. N

Make: Daikin

Tag No: RXTQ48TAVJU

Serial: F008061

Heat Recovery Unit

Make: Daikin

Tag No: REYQ144XATJU

Serial: 1907146976

Taylor Hall

Ceiling Cassette

Make: Daikin

Tag No: FXZQ18M7VJU

Serial: 6103651

Ceiling Cassette

Make: Daikin

Tag No:

Serial: J004833

Heat Recovery Unit

Make: Daikin

Tag No: REYQ72PTJU

Serial: A000115

Miller Hall

<i>Unit Tag</i>	<i>Location</i>	<i>Type</i>	<i>Manufacturer</i>	<i>Belt Size</i>	<i>Filter Size</i>
23257	1st Floor	AHU	Daikin	(3) B80	(6) 20x20x2 (6) 20x24x2
	RA Apmt 124	Air Handler	Weatherking		(1) 16x25x1
	RA Apmt 132	Air Handler	ICP		(1) 16x25x1
24231	2nd Floor	AHU	Daikin	(2) B79	(3) 12x24x2 (4) 20x20x2 (4) 20x24x2
23054	3rd Floor	AHU	Daikin	(2) B79	(3) 12x24x2 (4) 20x20x2 (4) 20x24x2
21148	4th Floor	AHU	Daikin	(2) BX82	(3) 12x24x2 (4) 20x20x2 (4) 20x24x2
24248	5th Floor	AHU	Daikin	(2) B79	(3) 12x24x2 (4) 20x20x2 (4) 20x24x2
24091	6th Floor	AHU	Daikin	(2) BX81	(3) 12x24x2 (4) 20x20x2 (4) 20x24x2
22283	7th Floor	AHU	Daikin	(2) B93	(4) 20x24x2 (12) 20x20x2
16528	Roof	Fan Coil Unit	Magic Aire	(1) A42	(2) 20x24x2

McVoy Hall

<i>Unit Tag</i>	<i>Location</i>	<i>Type</i>	<i>Manufacturer</i>	<i>Belt Size</i>	<i>Filter Size</i>
6975	Basement	AHU	Trane	(1) BX53	(2) 20x25x2
23055	1st Floor	AHU	Daikin	(1) BX69	(2) 12x24x2 (6) 20x20x2
24092	2nd Floor	AHU	Daikin	(2) BX70	(2) 12x24x2 (6) 20x20x2
24246	3rd Floor	AHU	Daikin	(2) BX70	(2) 12x24x2 (6) 20x20x2

Herget Hall

<i>Unit Tag</i>	<i>Location</i>	<i>Type</i>	<i>Manufacturer</i>	<i>Belt Size</i>	<i>Filter Size</i>
21916	Basement - Laundry	Fan Coil Unit	Williams		(2) 12x25x1
21917	Basement - Kitchen	Fan Coil Unit	Williams		(2) 12x25x1
	Basement - Custodial	Fan Coil Unit	Williams		(2) 12x20x1
21919	Basement - Mens Janitorial	Fan Coil Unit	Williams		(2) 12x20x1
21918	Basement - Womens Janitori	Fan Coil Unit	Williams		(2) 12x20x1
23053	1st Floor	AHU	Daikin	(2) BX64	(6) 20x24x2
24094	1st Floor	AHU	Daikin	(2) BX59	(2) 12x24x2 (3) 20x24x2
22282	2nd Floor	AHU	Daikin	(2) BX40	(4) 12x24x2 (4) 20x24x2
24228	3rd Floor	AHU	Daikin	(2) B44	(4) 12x24x2 (4) 20x24x2
23256	4th Floor	AHU	Daikin	(2) BX40	(4) 12x24x2 (4) 20x24x2
24247	5th Floor	AHU	Daikin	(3) A40	(4) 12x24x2 (4) 20x24x2
21149	6th Floor	AHU	Daikin	(2) 5VX810	(6) 20x20x2 (6) 20x24x2
18782	Roof	Fan Coil Unit	Magic Aire	(1) A38	(2) 20x25x2

Pentagon Community - Activity Center

Washable Filters

Old Presidents Building

Washable Filters

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.