



**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER**

Autoclaves and Sterilizers

ITB#002984

**Sealed Bid Due Tuesday , June 16th, 2026 @2:00pm central
Mandatory Pre-Bid June 2nd, 2026 – 10am
Allied Health School of Nursing – 1st floor Seminar Room #147
1900 Gravier St, New Orleans, La 70112**

LSU Health Sciences Center – New Orleans
Autoclaves and Sterilizers
Invitation to Bid # 002984
Deadline for sealed bid submission will be Tuesday , June 16th, 2026 @2:00pm central

Mandatory Pre-Bid June 2nd, 2026 – 10am
Allied Health School of Nursing – 1st floor Seminar Room #147
1900 Gravier St, New Orleans, La 70112

SECTION 1 – BIDDING AND CONTRACT DOCUMENTS

1.1 Definitions:

Bidder – a legal entity that submits an offer to sell to the Owner on a specified body of work. Generally where the term “Bidder” is used in the specifications, the indication is that the requirement or responsibility is associated with the bid submittal or other pre-award activities.

Service provider – vendor that performs the services as specified herein. The term “Service provider” can also be used in the specification as an inclusive term that references the Service provider and all persons, Subservice providers, or other parties of interest acting on behalf of the Service provider in the performance of the contract as described in the specifications.

1.2 Interpretation of Documents and Prior Approvals:

If there is any doubt of the meaning of any part of the specifications, submit to Mark Malter via e-mail at mmalte@lsuhsc.edu a written request for an interpretation no later than **EOB on June 5th, 2026**. A response will be made by addendum issued to each bidder receiving a set of the specifications. LSUHSC will not be responsible for any other explanations or interpretation of the specifications or proposed documents.

1.3 Bidder’s Representation:

Each Bidder by his bid represents the following:

- Bidder has read and understands the Bidding Documents and his or her bid is made in accordance therewith.
- Bidder’s bid is based solely upon the materials, systems and services described in the Bidding Documents as advertised and as modified by addenda.
- Bid is not based on any verbal instructions contrary to the Contract Documents and addenda

1.4 Bidding Procedure & Bid Submission:

Bidders must properly complete and sign Bid, including all required attestations and addenda. Any exceptions to the attached terms and conditions or the indemnification agreement shall be presented at the time of the bid submission. Note that any exceptions may result in a disqualified bid if the aforementioned exceptions are in conflict with state guidelines governing LSUHSC. Bids must be signed by a representative of your company authorized to enter into contracts on behalf of your organization in accordance with Louisiana R.S. 39:1594.

These documents must be included with the bid:

1. Signed Invitation to Bid Document
2. Completed Bidders Price Sheet (**Page 10 with Total completed**)
3. Supplier Quote

All bids are due by Tuesday , June 16th, 2026 @2:00pm central

at 433 Bolivar Street, Room 623 (Purchasing Department), New Orleans, LA 70112.

Late bids will not be accepted and will be returned unopened.

It is the bidder's responsibility to make sure bids are delivered before the bid opening.

Fax or e-mail bids will not be accepted.

Delays by mail, traffic, or any other reason will be at the bidders own risk.

Submitted sealed bids must be time stamped in our office before 2:00pm on the day listed above.

The Sealed bid package must be delivered at the Bidder's expense to:

Mark Malter
Procurement Analyst, LSU Health Sciences Center
433 Bolivar St.
6th Floor, Purchasing Dept - Room 623
New Orleans, LA 70112
Office phone: 504-568-2947
Email:mmalte@lsuhsc.edu

BIDS SHALL BE DELIVERED IN A SEALED ENVELOPE WITH THE BID NUMBER & VENDOR NAME CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE.

In accordance with R.S. 39:1581, Chapter 5, Section 521C of the Louisiana State Purchasing Rules and Regulations, when an error is made in extending total prices, the unit bid price will govern.

Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

1.5 Calendar of Events:

<u>Event</u>	<u>Date</u>
ITB Announcement	Friday, May 22nd, 2026.
Mandatory Pre-Bid Meeting	Tuesday, June 2nd, 2026 @10am

Mandatory Pre-Bid June 2nd, 2026 – 10am
Allied Health School of Nursing – 1st floor Seminar Room #147
1900 Gravier St, New Orleans, La 70112

Written Inquiry Deadline (EOB)	Friday, June 5th, 2026.
Responses to Inquiries	Tuesday, June 9 th , 2026.
Bid Submission Deadline (2:00 PM)	Tuesday, June 16th, 2026.

NOTE: LSUHSC reserves the right to amend and/or change this schedule of ITB activities, as it deems necessary.

1.6 Compliance with Applicable Laws and Regulations:

Service provider shall perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. Service provider warrants the performance of services under this contract shall be fully compliant with the current requirements of the Occupational Safety and Health Act (OSHA) to include as it may be amended throughout the term of this contract. Service provider shall take precautions to insure work is performed in compliance with occupational safety standards. Service provider shall obtain all permits and licenses and pay all taxes, charges and fees necessary to perform the services under this contract.

1.7 Resolving Contract Disputes:

State statute requires that disputes arising under this contract not be resolved in a forum outside of Louisiana. Requiring contract disputes to be resolved in a forum outside of this state or requiring their interpretation to be governed by the laws of another jurisdiction, are inequitable and against the public policy of this state.

1.8 Late Payment Policy: State statute RS 39:1695 requires that if a state agency fails to make any payment within 90 days of the due date, that agency shall pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2824 (B) (3) per year, from the 91st day after the due date.


Section 2 – Bidders Price Sheet

Please list your total bid price that includes all costs and any fees.

Please also provide a quote to match.

Total Bid Price _____

Invitation to Bid

LSUHSC New Orleans VENDOR NO. : SOLICITATION : 002984 OPENING DATE : 06/16/2026		BIDS WILL BE PUBLICLY OPENED: June 16, 2026 02:00 PM Return Sealed Bid to: Purchasing Department BUYER : Malter, Mark Wade BUYER EMAIL : mmalte@lsuhsc.edu BUYER PHONE : DATE ISSUED : 05/22/2026 REQ. NO : FISCAL YEAR : 0
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Autoclaves and Sterilizers

To be Completed by Vendor:

BUSINESS NAME _____

ADDRESS _____

TAX ID NUMBER _____

_____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY 30 DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.

INSTRUCTION TO BIDDERS

1. READ THE ENTIRE BID (INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS).
 DIVERSE SUPPLIER
 - (A) SUPPLIER UNDERSTANDS THAT LSU, AS THE STATE'S FLAGSHIP UNIVERSITY, HAS AN INTEREST IN PROVIDING ENTREPRENEURIAL OPPORTUNITIES TO DIVERSITY-OWNED BUSINESSES. THE UNIVERSITY IS DEDICATED TO PROMOTING THE GROWTH AND DEVELOPMENT OF MINORITY, WOMEN, AND SMALL AND HISTORICALLY UNDERUTILIZED BUSINESSES ("DIVERSE BUSINESSES") BY PROVIDING OPPORTUNITIES TO PARTICIPATE IN UNIVERSITY CONTRACTS.
 - (B) IN SUPPORT OF THIS COMMITMENT, THE SUPPLIER SHALL USE GOOD FAITH AND BEST EFFORTS TO PROVIDE OPPORTUNITIES TO DIVERSE BUSINESSES THAT ARE EITHER CERTIFIED BY THE STATE OR ANOTHER CERTIFYING AGENCY IN A DIVERSE CATEGORY, AS A SUBCONTRACTOR OR SUPPLIER UNDER THIS AGREEMENT.
 - (C) IF APPLICABLE, SUPPLIER SHALL PROVIDE LSU WITH A LIST OF DIVERSITY-OWNED BUSINESSES DURING EACH CONTRACT YEAR, THE LIST OF BUSINESSES SHOULD IDENTIFY:
 - (1) THE NAME OF THE BUSINESS;
 - (2) ITS PRINCIPAL OFFICE OR ADDRESS;
 - (3) THE OWNER(S); AND
 - (4) THE SERVICES OR GOODS THAT IT MAY PROVIDE OR SUPPLY AND THE VALUE OF THE GOODS OR SERVICES PROCURED FROM THE BUSINESSES INCLUDED ON SUPPLIER'S LIST.
 - (D) TO THE EXTENT THAT ANY FEDERAL OR STATE LAW, RULE, OR REGULATION WOULD REQUIRE THAT THIS SECTION BE MODIFIED OR VOIDED, THE PARTIES AGREE THAT SUCH PROVISION CAN BE AMENDED OR SEVERED FROM THE AGREEMENT WITHOUT AFFECTING ANY OF THE OTHER TERMS OF THE AGREEMENT.

2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.

3. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (See No.9).

VENDOR PHONE NUMBER:	TITLE	DATE
EMAIL ADDRESS:		
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)	NAME OF BIDDER (TYPED OR PRINTED)	

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BIDDER:

4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF A PROPERLY EXECUTED INVOICE THAT IS APPROVED BY LSUHSC OR DELIVERY, WHICHEVER IS LATER.

5. DESIRED DELIVERY: 10 DAYS AFTER RECEIPT OF ORDER, UNLESS SPECIFIED ELSEWHERE.

6. TO ASSURE CONSIDERATION OF YOUR BID, SEE HEADER FOR RETURN INSTRUCTIONS. ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE AND CLEARLY ENDORSED WITH THE BID OPENING DATE, BID OPENING TIME, BID NUMBER, AND BID TITLE. ALL REQUEST FOR QUOTATIONS AND ADDENDA SHOULD BE SUBMITTED VIA FAX, EMAIL OR PLACED IN AN ENVELOPE AND DELIVERED.

7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:

IN ACCORDANCE WITH EXECUTIVE ORDER NUMBER JBE 2018-15, EFFECTIVE MAY 22, 2018, FOR ANY CONTRACT FOR \$100,000 OR MORE AND FOR ANY CONTRACTOR WITH FIVE OR MORE EMPLOYEES, CONTRACTOR, OR ANY SUBCONTRACTOR, SHALL CERTIFY IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL, AND SHALL, FOR THE DURATION OF THIS CONTRACT, REFRAIN FROM A BOYCOTT OF ISRAEL. THE STATE RESERVES THE RIGHT TO TERMINATE THIS CONTRACT IF THE CONTRACTOR, OR ANY SUBCONTRACTOR, ENGAGES IN A BOYCOTT OF ISRAEL DURING THE TERM OF THE CONTRACT.

8. IMPORTANT:

BY SIGNING THIS BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

9. SIGNATURE AUTHORITY:

SUBMIT EVIDENCE WITH THE BID OR UPON REQUEST

R.S. 39:1594 (C) (4) EVIDENCE OF AGENCY, CORPORATE, OR PARTNERSHIP AUTHORITY SHALL BE REQUIRED FOR SUBMISSION OF A BID TO PURCHASING AGENCIES OF THE STATE OF LOUISIANA.

THE AUTHORITY OF THE SIGNATURE OF THE PERSON SUBMITTING THE BID SHALL BE DEEMED SUFFICIENT AND ACCEPTABLE IF ANY OF THE FOLLOWING CONDITIONS ARE MET:

- (A) THE SIGNATURE ON THE BID IS THAT OF ANY CORPORATE OFFICER LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE, OR THE SIGNATURE ON THE BID IS THAT OF ANY MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM LISTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE.
- (B) THE SIGNATURE ON THE BID IS THAT OF AN AUTHORIZED REPRESENTATIVE OF THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY AND THE BIDDER SUBMITS OR PROVIDES UPON REQUEST A CORPORATE RESOLUTION, CERTIFICATION AS TO THE CORPORATE PRINCIPAL, OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY, INCLUDING REGISTRATION ON AN ELECTRONIC INTERNET DATABASE MAINTAINED BY THE PUBLIC ENTITY.
- (C) THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY HAS FILED IN THE APPROPRIATE RECORDS OF THE SECRETARY OF STATE IN WHICH THE PUBLIC ENTITY IS LOCATED, AN AFFIDAVIT, RESOLUTION, OR OTHER ACKNOWLEDGED OR

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BIDDER:

AUTHENTIC DOCUMENT INDICATING THE NAMES OF ALL PARTIES AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. SUCH DOCUMENT ON FILE WITH THE SECRETARY OF STATE SHALL REMAIN IN EFFECT AND SHALL BE BINDING UPON THE PRINCIPAL UNTIL SPECIFICALLY RESCINDED AND CANCELED FROM THE RECORDS OF THE RESPECTIVE OFFICES.

IT IS ACCEPTABLE FOR THE SIGNATURE ON THE BID TO BE LISTED AS A VENDOR CONTACT ON LAPAC (LOUISIANA PROCUREMENT AND CONTRACT NETWORK)

10. INQUIRIES:

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.

11. BID FORMS:

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED PER THE SOLICITATION DOCUMENT.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OR QUALITY:

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED 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. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. LSUHSC RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED ITEMS FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF THE ITEM FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE ITEM IS IN COMPLIANCE, COST OF ALL TESTS WILL BE PAID BY LSUHSC.

13. DESCRIPTIVE INFORMATION:

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. BID OPENING:

BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL

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BIDDER:

WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

15. AWARDS:

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED, OR ON AN ALL OR NONE BASIS , AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

16. PRICES:

UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

17. TAXES:

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

18. NEW PRODUCTS:

UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

19. CONTRACT RENEWALS:

UPON AGREEMENT OF LSUHSC AND THE CONTRACTOR , A TERM CONTRACT MAY BE EXTENDED FOR 4 (FOUR) ADDITIONAL 12 MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS. RS 39:1615

20. CONTRACT CANCELLATION:

TERMINATION FOR NONCOMPLIANCE:

LSUHSC HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- (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 CONTRACTOR;
- (4) FRAUD, COLLUSION , CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE;
- (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW;
- (6) ANY OTHER BREACH OF CONTRACT.

FURTHER, LSUHSC MAY TERMINATE THIS CONTRACT FOR CAUSE BASED UPON THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE CONTRACT; PROVIDED THAT LSUHSC SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE EITHER CORRECTED SUCH FAILURE OR, IN THE CASE WHICH CANNOT BE CORRECTED IN THIRTY (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SAID FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN LSUHSC MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE CONTRACT SHALL TERMINATE ON THE DATE

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BIDDER:

SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF LSUHSC TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT; PROVIDED THAT THE CONTRACTOR SHALL GIVE LSUHSC WRITTEN NOTICE SPECIFYING LSUHSC'S FAILURE AND A REASONABLE OPPORTUNITY FOR LSUHSC TO CURE THE DEFECT

TERMINATION FOR CONVENIENCE:

LSUHSC MAY, AT ANY TIME, TERMINATE THE CONTRACT FOR THEIR CONVENIENCE AND WITHOUT CAUSE. UPON RECEIPT OF WRITTEN NOTICE FROM LSUHSC OF SUCH TERMINATION FOR THEIR CONVENIENCE, THE CONTRACTOR SHALL: CEASE OPERATIONS AS DIRECTED BY LSUHSC IN THE NOTICE; TAKE ACTIONS NECESSARY, OR THAT LSUHSC MAY DIRECT, FOR THE PROTECTION AND PRESERVATION OF THE WORK; AND EXCEPT FOR WORK DIRECTED TO BE PERFORMED PRIOR TO THE EFFECTIVE DATE OF TERMINATION STATED IN THE NOTICE, TERMINATE ALL EXISTING SUBCONTRACTS AND PURCHASE ORDERS AND ENTER INTO NO FURTHER SUBCONTRACTS AND PURCHASE ORDERS. IN CASE OF SUCH TERMINATION FOR LSUHSC'S CONVENIENCE, THE CONTRACTOR SHALL BE ENTITLED TO RECEIVE PAYMENT FOR WORK EXECUTED. LSUHSC SHALL NOT BE RESPONSIBLE OR OTHERWISE LIABLE FOR ANY DEMOBILIZATION COSTS OR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH TERMINATION.

TERMINATION FOR NON-APPROPRIATION OF FUNDS:

THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS TO FULFILL THE REQUIREMENTS OF THE CONTRACT.

21. DEFAULT OF CONTRACT:

FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.

22. ORDER OF PRIORITY:

IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

23. APPLICABLE LAW:

ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.

24. COMPLIANCE WITH CIVIL RIGHTS LAWS:

BY SUBMITTING AND SIGNING THIS BID, BIDDER 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 VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

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BIDDER:

25. 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 BID OPENING, MUST NOTIFY THIS 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.

26. INDEMNITY:

CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.

27. IN ACCORDANCE WITH THE PROVISIONS OF (RS 39:2192):

IN AWARDING CONTRACTS, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT THE LOWEST BID FROM, OR NOT AWARD THE CONTRACT TO, A BUSINESS IN WHICH ANY INDIVIDUAL WITH AN OWNERSHIP INTEREST OF FIVE PERCENT OR MORE HAS BEEN CONVICTED OF, OR HAS ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE TO ANY STATE FELONY CRIME OR EQUIVALENT FEDERAL FELONY CRIME COMMITTED IN THE SOLICITATION OR EXECUTION OF A CONTRACT OR BID AWARDED UNDER THE LAWS GOVERNING PUBLIC CONTRACTS UNDER THE PROVISIONS OF CHAPTER 10 OF TITLE 38 OF THE LOUISIANA REVISED STATUTES OF 1950, PROFESSIONAL, PERSONAL, CONSULTING, AND SOCIAL SERVICES PROCUREMENT UNDER THE PROVISIONS OF CHAPTER 16 OF TITLE 39, OR THE LOUISIANA PROCUREMENT CODE UNDER THE PROVISIONS OF CHAPTER 17 OF TITLE 39.

28. CERTIFICATION OF NO SUSPENSION OR DEBARMENT:

BY SIGNING AND SUBMITTING THIS BID, THE BIDDER CERTIFIES THAT THEIR BUSINESS ENTITY, ANY SUBCONTRACTORS OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS."

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT [HTTPS://SAM.GOV](https://sam.gov)

IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, THIS ENTITY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

29. FEDERAL CLAUSES (IF APPLICABLE):

ANTI-KICKBACK CLAUSE. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUB GUARANTEE SHALL BE PROHIBITED FROM INDUCING BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.

Invitation to Bid

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OPEN DATE : 06/16/2026 TIME: 02:00 PM

BIDDER:

CLEAN AIR ACT:

THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN WATER ACT, WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ENERGY POLICY AND CONSERVATION ACT:

THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163)

CLEAN WATER ACT:

THE CONTRACTOR HERBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.

ANTI-LOBBYING AND DEBARMENT ACT:

THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.

30. ADHERENCE TO JCAHO STANDARDS:

WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION

31. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (RS 12:163) AND LIMITED LIABILITY COMPANIES (RS 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A CONTRACT WITH THE STATE.

32. INTERPRETATION OF DOCUMENT:

ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.

33. 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, VENDOR AGREES THAT CONTRARY TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN ITS BID ARE NULLIFIED AND AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THIS SOLICITATION.

34. VENDORS FORMS:

THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ALLOWED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

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BIDDER:

35. PUBLICIZING AWARDS:

IN ACCORDANCE WITH L.A.C 34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

36. PREFERENCE:

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE?

YES _____

SPECIFY THE LINE NUMBER (S) _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

37. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.

38. CONFIDENTIALITY: CONTRACTOR SHALL PROTECT FROM UNAUTHORIZED USE AND DISCLOSURE ALL INFORMATION RELATING TO THE STATE'S OPERATIONS AND DATA (E.G. FINANCIAL, STATISTICAL, PERSONAL, TECHNICAL, ETC.) THAT BECOMES AVAILABLE TO THE CONTRACTOR IN CARRYING OUT THIS CONTRACT. CONTRACTOR SHALL USE PROTECTING MEASURES THAT ARE THE SAME OR MORE EFFECTIVE THAN THOSE USED BY THE STATE. CONTRACTOR IS NOT REQUIRED TO PROTECT INFORMATION OR DATA THAT IS PUBLICLY AVAILABLE OUTSIDE THE SCOPE OF THIS CONTRACT; ALREADY RIGHTFULLY IN THE CONTRACTOR'S POSSESSION; INDEPENDENTLY DEVELOPED BY THE CONTRACTOR OUTSIDE THE SCOPE OF THIS CONTRACT; OR RIGHTFULLY OBTAINED FROM THIRD PARTIES.

39. CYBERSECURITY TRAINING: IN ACCORDANCE WITH LA. R.S. 42:1267(B)(3) AND THE STATE OF LOUISIANA'S INFORMATION SECURITY POLICY, IF THE CONTRACTOR, ANY OF ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS WILL HAVE ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS, THE CONTRACTOR'S EMPLOYEES, AGENTS, OR SUBCONTRACTORS WITH SUCH ACCESS MUST COMPLETE CYBERSECURITY TRAINING ANNUALLY, AND THE CONTRACTOR MUST PRESENT EVIDENCE OF SUCH COMPLIANCE ANNUALLY AND UPON REQUEST. THE CONTRACTOR MAY USE THE CYBERSECURITY TRAINING COURSE OFFERED BY THE LOUISIANA DEPARTMENT OF STATE CIVIL SERVICE WITHOUT ADDITIONAL COST OR MAY USE ANY ALTERNATE COURSE APPROVED IN WRITING BY THE OFFICE OF TECHNOLOGY SERVICES.

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BIDDER:

FOR PURPOSES OF THIS SECTION, "ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS" MEANS THE POSSESSION OF CREDENTIALS, EQUIPMENT, OR AUTHORIZATION TO ACCESS THE INTERNAL WORKINGS OF STATE INFORMATION TECHNOLOGY SYSTEMS OR NETWORKS. EXAMPLES WOULD INCLUDE BUT NOT BE LIMITED TO STATE-ISSUED LAPTOPS, VPN CREDENTIALS TO ACCESS THE STATE NETWORK, BADGING TO ACCESS THE STATE'S TELECOMMUNICATIONS CLOSETS OR SYSTEMS, OR PERMISSIONS TO MAINTAIN OR MODIFY IT SYSTEMS USED BY THE STATE. FINAL DETERMINATION OF SCOPE INCLUSIONS OR EXCLUSIONS RELATIVE TO ACCESS TO STATE GOVERNMENT INFORMATION TECHNOLOGY ASSETS WILL BE MADE BY THE OFFICE OF TECHNOLOGY SERVICES.

Invitation to Bid

PRICE SHEET

NUMBER : 002984

BIDDER:

OPEN DATE : 06/16/2026 TIME: 02:00 PM

UNLESS SPECIFIED ELSEWHERE SHIP TO:

433 Bolivar St
New Orleans LA 70112

Line No.	Description	Qty	UOM	Unit Price	Extended Amount
1	<p>Autoclaves and Sterilizers</p> <p>Specify brand, model bid(if applicable)</p> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p style="text-align: center;">Autoclaves and Sterilizers Bid</p>	1.00	EA		

SECTION 2 – GENERAL INFORMATION

2.1 SERVICE PROVIDER EQUIPMENT, TOOLS & SUPPLIES

A. Provision of Equipment, Tools, and Supplies

The total bid price for the services specified herein shall include all costs associated with the Service Provider furnishing all equipment (whether owned or rented), tools, and supplies necessary to perform the autoclave/sterilizer preventive maintenance and repair services as described in these specifications.

B. Equipment and Tool Requirements

All equipment, tools, and supplies used by the Service Provider shall be fully capable of performing all required operations in accordance with these specifications.

1. Tools and equipment belonging to the Service Provider shall not be left unattended in any public area at any time.
 - a. All tools and equipment shall be removed from the work area whenever it is not actively occupied.
 - b. Tools and equipment may be stored neatly in a secure location only if such a location is identified and approved by the designated LSUHSC-NO representative.

C. Safety and Regulatory Compliance

All tools, equipment, and vehicles used on or around LSUHSC-NO property shall be of suitable type and construction, safe for use, properly maintained, and compliant with all applicable federal, state, and local regulations governing their operation.

1. The Service Provider shall ensure that all manufacturer-equipped guards, shields, deflectors, safety switches, seat belts, harnesses, and other safety features are present and fully functional whenever equipment is in use.
2. The Service Provider shall ensure that all replacement materials and installation methods conform to original manufacturer specifications.
3. LSUHSC-NO reserves the right to inspect any tools, equipment, or vehicles used in the performance of this contract to verify compliance with these specifications and applicable regulations.
4. The Service Provider shall remove from LSUHSC-NO property any tools, equipment, or vehicles deemed unsafe, non-compliant, or otherwise unsuitable for performing the required work.

2.2 MATERIAL SAFETY DATA SHEETS

- A. Prior to the commencement of any work, the Service Provider shall submit Safety Data Sheets (SDS) for all potentially hazardous products that will be supplied or used on site. SDS documentation shall be provided to the designated LSUHSC-NO representative for review and approval before such materials are brought onto LSUHSC-NO property.

2.3 SAFETY

A. Regulatory Compliance

All work performed under this contract shall comply with all applicable OSHA regulations and all relevant federal, state, and local safety requirements. The Service Provider shall also comply with the LSUHSC-NO Service Provider Safety Guidebook and all referenced policies. The guidebook is available at:

<http://www.is.lsuhs.edu/safety/pdf/csg.pdf>.

The Service Provider shall sign an acknowledgment confirming receipt of, and compliance with, the guidebook prior to commencing work.

B. Protection of Personnel and Occupants

No portion of the work shall be performed in any manner or location that may endanger the health, safety, or welfare of the public, faculty, staff, students, or Service Provider personnel, either during the work or in the future.

1. Work shall be conducted to maintain a safe working and walking environment for all occupants in or near the work area.
2. Work shall be performed in a manner that minimizes disruption to campus operations and occupants.
3. Work shall not compromise the security of the work area or the safety of building occupants.
4. The means, methods, techniques, and sequencing of the work shall be the sole responsibility of the Service Provider.

C. Overhead Work and Pedestrian Protection

When work is performed above any area where individuals may pass below:

1. The Service Provider shall professionally cordon off affected areas using commercially manufactured barricade equipment. Improvised barriers (e.g., buckets, wooden sawhorses, wood stakes) are prohibited. Professionally fabricated signage shall be posted; handwritten, stenciled, or spray-painted signs are not permitted.
2. Signage shall be of sufficient size and clarity to clearly indicate that overhead work is in progress.
3. If barricades alone do not prevent pedestrian entry, the Service Provider shall station personnel to direct pedestrians safely around the work area.

D. Personal Protective Equipment

The Service Provider's personnel shall possess and properly use all required personal protective equipment (PPE) while performing work on LSUHSC-NO property.

1. Required PPE may include, but is not limited to, fall-protection equipment, eye and hearing protection, and any specialized clothing or footwear necessary for the conditions present.
2. If reflective safety vests are used, all vests worn by Service Provider personnel shall be uniform in appearance.

E. Failure to comply with any safety requirement may result in monetary penalties as outlined in Section 2.15, and may also result in cancellation of the service contract

2.4 LAWS, CODES, ORDINANCES, LICENSES AND CERTIFICATIONS

A. Conflicts with Regulations

Any requirement of this specification that conflicts with or violates any applicable governmental rule, ordinance, or regulation shall be deemed void. The Service Provider shall immediately notify the designated LSUHSC-NO representative upon identifying any such conflict

B. Compliance with Applicable Requirements

Throughout the performance of all work, the Service Provider and its personnel shall comply with all rules, ordinances, regulations, and requirements imposed by authorities having jurisdiction over the work site, the Service Provider, or its employees.

C. Required Licenses and Certifications

All Service Provider personnel who are required by the State of Louisiana, Orleans Parish, or the City of New Orleans to hold a license or certification to perform any duties under this contract shall provide documented proof of current licensure or certification at the start of the contract and annually thereafter at each renewal.

2.5 DAMAGE

A. Responsibility for Damage

The Service Provider shall be responsible for all repair or replacement costs associated with any damage to LSUHSC-NO buildings, contents, exterior infrastructure, equipment, vehicles, or landscaping resulting from negligent actions of Service Provider personnel.

B. Notification of Damage

The Service Provider shall immediately notify the designated LSUHSC-NO representative of any damage occurring during the performance of work.

C. Private Property Damage

Claims involving damage to private property or vehicles located on or adjacent to LSUHSC-NO property shall be resolved directly between the Service Provider and the property owner.

1. LSUHSC-NO shall not act as an intermediary between the parties.

2.6 PERSONNEL

A. Personnel Costs

Bid prices shall include all costs associated with the Service Provider furnishing personnel to perform autoclave/sterilizer preventive maintenance and repair services on LSUHSC-NO campuses.

B. Adequate Staffing

The Service Provider shall employ or otherwise provide sufficient qualified personnel to perform all tasks promptly and in accordance with contract specifications.

C. Competency of Workers

The Service Provider shall assign only personnel who are skilled and competent in the tasks to which they are assigned.

1. The Service Provider warrants that all workers assigned to this contract are regularly employed by the Service Provider or its approved Sub-Service Providers.

D. Payroll Verification

LSUHSC-NO reserves the right to examine payroll records of the Service Provider and any Sub-Service Provider to verify that employees assigned to the contract are regularly employed.

E. Qualification Concerns

LSUHSC-NO reserves the right to question the assignment of any employee deemed unskilled or untrained for the required task.

F. Removal of Personnel

LSUHSC-NO may require the Service Provider to remove any employee from LSUHSC-NO property.

1. Reasons may include, but are not limited to, poor performance, incompetence, carelessness, disruptive behavior, or other objectionable conduct.
2. LSUHSC-NO campuses are tobacco-free. Any employee violating this policy shall be immediately removed from LSUHSC-NO property.
3. Any employee who reports to the site under the influence of alcohol or illegal drugs shall be immediately removed from LSUHSC-NO property.
4. Removal of an employee is not a request for termination; it is a request for reassignment away from LSUHSC-NO properties.
5. Any time lost due to required personnel replacement shall be the responsibility of the Service Provider and shall not justify extensions to deadlines or task completion requirements.

2.7 SUPERVISION

A. On-Site Supervision

The Service Provider shall provide all necessary on-site supervision to coordinate, direct, and inspect the work.

B. Supervisor Availability

A supervisor or designated point-of-contact (including a working foreman) shall be readily available to the designated LSUHSC-NO representative whenever work is being performed.

1. The on-site supervisor or foreman shall check in with the designated LSUHSC-NO representative each day, either in person or by telephone, prior to beginning work.

2. The on-site supervisor or foreman shall also contact the designated LSUHSC-NO representative for inspection upon completion of the day's work or prior to leaving the site.

2.8 PERFORMANCE

A. Work Hours

All work shall be performed during regularly scheduled daytime working hours unless alternative arrangements are pre-approved in writing by the designated LSUHSC-NO representative.

B. Quality of Work

LSUHSC-NO requires that all work be performed competently and to a high standard of quality.

1. All non-supervisory Service Provider personnel shall perform their assigned tasks independently and without direction from LSUHSC-NO personnel.

C. Determination of Acceptable Performance

LSUHSC-NO shall be the sole judge of the adequacy and acceptability of all services performed under this contract, including determinations of compliance with these specifications and applicable federal, state, and local laws and ordinances.

1. No latitude shall be granted for failure to perform properly.

D. Correction of Substandard Work

The Service Provider shall provide replacement or additional personnel, at no additional cost, to correct any substandard work within five (5) working days of receiving written notification from the designated LSUHSC-NO representative

E. Penalties for Failure to Correct

Failure to correct substandard work to the satisfaction of the designated LSUHSC-NO representative within the required five-day period may result in monetary penalties as outlined in Section 2.15, or may result in cancellation of the service contract.

2.9 IDENTIFICATION

A. Personnel Information

The Service Provider shall provide LSUHSC-NO with all personnel information required in Appendix A at the start of the service contract to facilitate issuance of LSUHSC-NO identification badges

B. Uniform Requirements

Service Provider personnel shall wear uniforms displaying the company logo at all times while on LSUHSC-NO property.

C. Badge Display

Personnel entering LSUHSC-NO buildings as part of their duties shall prominently display their LSUHSC-NO identification badge at all times while inside any LSUHSC-NO facility.

D. Badge Return

The Service Provider shall immediately retrieve and return LSUHSC-NO identification badges for any personnel who are no longer employed or assigned to LSUHSC-NO, and shall return all badges at the conclusion of the service contract.

2.10 CLEANUP

A. Work Area Cleanup

Service Provider personnel shall be responsible for thorough cleanup and removal of all debris from all areas where work was performed before leaving LSUHSC-NO property at the end of each work shift.

2.11 WASTE

A. Waste Management

The Service Provider shall prevent the accumulation of trash or waste materials at the work site and shall ensure proper disposal of all waste generated by the work.

1. Unless otherwise specified, all waste materials shall be removed daily from LSUHSC-NO work locations and disposed of either in the designated container or at an approved off-campus location, in compliance with all applicable federal, state, and local laws and regulations.

B. Designated Waste Container

LSUHSC-NO shall provide access to one designated roll-off open-top solid waste container on each campus for disposal of non-hazardous waste generated by autoclave/sterilizer preventive maintenance and repair services.

C. Prohibited Use of Other Containers

Use of LSUHSC-NO trash compactors or any trash containers other than the designated container is strictly prohibited.

1. A \$1,000 penalty shall be assessed if debris generated under this contract is found in LSUHSC-NO trash compactors or unauthorized containers.
2. Any violation of this requirement shall result in the Service Provider being required to remove all future waste materials from LSUHSC-NO property and dispose of them off-campus in accordance with applicable laws and regulations.

2.12 USE OF PROPERTY

A. Space Restrictions

No office, storage, or disposal space shall be provided to the Service Provider on LSUHSC-NO property

B. Parking – Downtown Campus

Parking for the Service Provider and its personnel is not available anywhere on the LSUHSC-NO Downtown Campus under any circumstances.

1. Service Provider vehicles and employee vehicles shall park on public streets or in off-site commercial parking facilities at the Service Provider's expense.

C. Parking – School of Dentistry Campus

Parking for the Service Provider and its personnel is available free of charge at the LSUHSC-NO School of Dentistry Campus.

D. Maps

Refer to Appendix B for campus location maps.

2.13 WORK LOCATION MANAGEMENT

A. The Service Provider shall:

1. Maintain safe pedestrian passage within and around work areas.
2. Provide temporary protection to prevent movement of materials or debris to adjacent areas (where applicable).
 - a. Should the area beyond the work zone(s) become contaminated with any type of debris, coating, film, hazing, mist or dust as a consequence of this service; the Service Provider will clean and decontaminate these areas at no additional cost, to the satisfaction of the designated LSUHSC-NO representative.
3. Promptly have repaired any incidental damage to infrastructure or moveable equipment, at no additional cost to LSUHSC-NO.

2.14 PAYMENTS

A. Invoice Requirements

The Service Provider shall submit itemized invoices with line items that correspond exactly to the line items on the LSUHSC-NO Purchase Order(s).

1. When the Purchase Order contains separate lines for identical work performed at different locations (e.g., Downtown Campus and School of Dentistry Campus), invoices shall not combine costs for multiple locations into a single line.
2. When the Purchase Order lists the quantity as twelve (12) months for ongoing monthly services, the Service Provider shall not combine multiple months into a single invoice (e.g., quarterly billing).
 - a. If the Service Provider prefers less frequent invoicing, this preference must be communicated to and approved by the designated LSUHSC-NO representative before the Purchase Order is issued.
 - b. Once the Purchase Order is issued, the invoicing frequency must match the frequency stated on the Purchase Order.

- c. For services scheduled at specific intervals (e.g., quarterly or annual services), the Purchase Order will list the quantity as the number of required service visits, and invoices may be submitted only after each visit is completed.
 - (1) If the Purchase Order includes both monthly and interval-based services, invoices shall not combine or prorate interval-based service costs across the entire contract year.
 - (2) If the Service Provider prefers to distribute all charges evenly across the contract year, this must be communicated to and approved by the designated LSUHSC-NO representative before the Purchase Order is issued.
3. For work performed under a Task Order (see Appendix D), the invoice must reference the Task Order number and include the Task Order's description of work.

B. Invoice Submission

Invoices shall be submitted either:

1. By USPS Mail:

LSUHSC New Orleans
Accounts Payable
433 Bolivar Street
New Orleans, LA 70112

OR

2. By Email:

noacctacctpays@lsuhsc.edu

C. Approval Authority

No notice of completion, delivery memo, invoice, or other document shall be signed, nor shall any approval be granted for any portion of the work or delivery of materials, except by the designated LSUHSC-NO representative.

2.15 DEFAULT

A. Initial Notice and Meeting

When the designated LSUHSC-NO representative becomes aware of any instance of non-performance or non-compliance with these specifications, the representative shall schedule a face-to-face meeting with the Service Provider's designated representative within three (3) business days. The purpose of this meeting is to discuss the issue, mutually determine a corrective action plan, and establish a reasonable target date for resolution.

B. Second Meeting if Issue Persists

If the issue is not resolved to the satisfaction of the designated LSUHSC-NO representative by the agreed-upon target date, a second face-to-face meeting shall be scheduled within three (3) business days. During this meeting, the parties shall again review the issue, agree on a corrective action, and establish a second target date for resolution.

C. Final Written Notice

If the issue remains unresolved by the second agreed-upon target date, the designated LSUHSC-NO representative shall issue an electronic notification to the Service Provider stating that the non-performance and/or non-compliance must be corrected within three (3) business days from the date the notification is sent.

1. Failure by the Service Provider to read the notification in a timely manner, or any failure of the Service Provider's email system to deliver the message, shall not extend the three-day deadline.

D. Remedies for Continued Non-Compliance

If the two face-to-face discussions and the three-day electronic notice fail to resolve the issue, LSUHSC-NO may pursue liquidated damages in lieu of immediate contract cancellation. The following monetary penalties shall apply:

1. First Offense: Liquidated damages equal to 2% of the contract value, plus withholding of any outstanding payments
2. Second Offense: Liquidated damages equal to 3% of the contract value, plus withholding of any outstanding payments due
3. Third Offense: Liquidated damages equal to 5% of the contract value, plus withholding of any outstanding payments due
4. Service Contract Cancellation

E. Consideration of Circumstances

The designated LSUHSC-NO representative shall evaluate each instance of non-performance or non-compliance on a case-by-case basis and may waive the assessment of damages when the failure to meet standards is determined to be beyond the Service Provider's control.

SECTION 3 – GENERAL CONDITIONS

3.1 SUMMARY

A. Purpose

The LSU Health Sciences Center – New Orleans (LSUHSC-NO) seeks a qualified Service Provider to perform autoclave/sterilizer preventive maintenance and repair services. These services include all items as outlined in Section 5 – Scope of Work, as well as additional services on an as-needed basis.

1. The Service Provider shall furnish all labor, materials, and equipment necessary to perform the required services.

B. General Requirements

Except where otherwise noted, the Service Provider shall provide all labor, materials, tools, equipment, permits, insurance, transportation, and any other items necessary to perform the services described in these specifications.

C. Contract Term

The initial service contract period shall be twelve (12) months.

1. Upon mutual agreement of both parties, the contract may be renewed for up to four (4) additional twelve-month periods, not to exceed a total contract term of sixty (60) months.

3.2 EXISTING CONDITIONS, EXAMINATION OF SITE

A. Familiarity With Conditions

By submitting a bid, the Service Provider is deemed to have examined all buildings, reviewed these specifications, and familiarized itself with the scope of work and the existing conditions of all locations to be serviced.

B. Drawings

Any drawings provided by LSUHSC-NO showing locations or dimensions are intended solely as a guide. The Service Provider is responsible for inspecting and field-verifying all dimensions and conditions.

C. Conflicts Between Documents

If a discrepancy or ambiguity exists between the written specifications and any drawings, the written specifications shall govern.

D. Pre-Work Examination

Prior to the start of work, the Service Provider and the designated LSUHSC-NO representative shall jointly examine the existing conditions at all locations identified in these specifications.

3.3 SERVICE LOCATIONS

- A. Service locations are listed in Appendix C

3.4 BIDDER PROVISIONS

A. Bid Pricing

Bidders shall quote firm prices to furnish all labor, materials, equipment, and expertise necessary to perform autoclave/sterilizer preventive maintenance and repair services for a period beginning on or about July 1, 2026, and ending one (1) year thereafter.

B. References

The successful bidder shall provide three (3) client references, including contact name, address, and telephone number, from organizations of similar size and complexity to LSUHSC-NO for which the bidder is currently providing similar services.

C. Minimum Qualifications

Only organizations that have been engaged in autoclave/sterilizer preventive maintenance and repair services work for at least five (5) years, and that can demonstrate financial responsibility, reliability, experience, adequate facilities, and qualified personnel, will be considered.

D. Award Basis

The bid award shall be all or none. All prices listed on the successful bid price sheet shall become the fixed contract prices for all labor, materials, equipment, and expertise required for the duration of the service contract.

E. Definition of "Service Provider"

The term "Service Provider" refers to the firm or corporation that is the successful bidder and is designated by LSUHSC-NO as the exclusive provider of the services described herein.

1. The successful bidder shall accept a Purchase Order from LSUHSC-NO, which shall serve as the service contract and shall be binding in accordance with these specifications.
2. The service contract shall be administered by the designated LSUHSC-NO representative.

3.5 DESIGNATED LSUHSC-NO REPRESENTATIVE

A. Coordination Requirement

The Service Provider shall coordinate autoclave/sterilizer preventive maintenance and repair services with the designated LSUHSC-NO Preventive Maintenance Representative and/or the Building Systems Representative prior to beginning any such work.

B. Preventive Maintenance Contact

Following award of this bid, the primary LSUHSC-NO representative for Preventive Maintenance work shall be:

Pete Montagnino
Planner/Estimator
Phone: 504-568-2994

Do not contact this individual regarding the bid process.

Mailing Address:

Pete Montagnino, Planner/Estimator
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2220
New Orleans, LA 70112

C. Repair Contact (Non-PM Work)

Following award of this bid, the primary LSUHSC-NO representative for equipment repairs not associated with Preventive Maintenance shall be:

Pete Montagnino
Planner/Estimator

Phone: 504-568-2994

Do not contact this individual regarding the bid process.

Mailing Address:

Pete Montagnino, Planner/Estimator

LSU Health Sciences Center

Department of Facility Services

1901 Perdido Street, Room 2220

New Orleans, LA 70112

D. Secondary Contact

If the Planner/Estimator is unavailable, the Service Provider shall contact:

Lawrence Hall

Assistant Director of Facility Services

Phone: (504) 568-8995

3.6 PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING

A. Pre-Contract Meeting

Prior to implementation of this service contract, LSUHSC-NO and the Service Provider shall hold an introductory meeting. At a minimum, the following individuals shall participate:

1. Primary Service Provider Point of Contact (Sales/Management):
 - a. This individual shall routinely review operations, consult with LSUHSC-NO regarding current and future service programs, and possess full authority to act on behalf of the Service Provider in all matters related to this contract.
 - b. The Service Provider shall provide the name and contact information of a designated backup.
 - c. The primary point of contact shall provide telephone, fax, email, business cell phone number, and normal working hours for both them and their backup.
2. Service Provider Scheduling Contact:

A primary point of contact is responsible for scheduling service or repairs. A backup contact shall also be identified.
3. LSUHSC – NO Personnel
The designated LSUHSC-NO representative, a Purchasing Department representative responsible for administering the contract, and any authorized backup personnel.

3.7 COORDINATION OF WORK

A. Trade Coordination

The Service Provider shall be responsible for coordinating the work of all trades involved in the performance of this service contract.

B. On-Site Supervision

The Service Provider shall provide on-site supervision to coordinate, direct, and inspect all work performed.

C. Supervisor Availability

An on-site supervisor or designated point-of-contact shall be present on campus at all times when work is being performed and shall remain readily available to the designated LSUHSC-NO representative.

D. Daily Check In/Out

1. The on-site supervisor or point-of-contact shall check in with the designated LSUHSC-NO representative (or designee) each day prior to beginning work.
2. The on-site supervisor or point-of-contact shall contact the designated LSUHSC-NO representative (or designee) at the end of each workday for inspection or to provide a daily progress update.

D. Scheduling Constraints

LSUHSC-NO operates 24 hours per day, 365 days per year.

1. Any work that may interfere with normal facility operations or personnel must be approved in advance by the designated LSUHSC-NO representative.

E. Employment Practices

Personnel relations of employees on the Service Provider's payroll shall be the sole responsibility of the Service Provider.

1. The Service Provider shall comply with all applicable governmental regulations regarding employment and compensation.

F. Workmanship

All tasks shall be performed in a workmanlike manner consistent with industry standards and acceptable trade practices for all trades involved.

3.8 SERVICE CONTRACT CHANGES

A. Change Authorization

After award of the bid, no changes shall be made to any part of the service contract unless all of the following conditions are met:

1. Written Proposal:

The Service Provider submits a written proposal describing the proposed change, including a complete breakdown of all materials, labor hours, and the individual cost of each component.

2. Written Approval:

The proposed change receives written approval from at least one designated LSUHSC-NO representative and an authorized representative of the LSUHSC-NO Purchasing Department.

3.9 DOCUMENTATION

A. Approval Authority

No notice of completion, delivery memo, invoice, or any other document shall be signed, nor shall any approval be granted for any portion of the work or for delivery of equipment or materials, except by the designated LSUHSC-NO representative(s), secondary contact, or their designee.

B. Service Ticket Requirement

At the completion of each service visit—whether annual service or repair service—the Service Provider shall provide a pre-prepared service ticket to the designated LSUHSC-NO representative(s), secondary contact, or designee. All technician notations on this form must be legible and include clear, detailed descriptions of the work performed.

3.10 SERVICE IMPLICATIONS

A. Implied Requirements

Any items, tasks, or responsibilities not expressly stated in these specifications but reasonably implied or necessary for the proper performance and completion of the work shall be included as part of the Service Provider's obligations under this service contract.

SECTION 4 – GENERAL PROJECT REQUIREMENTS

4.1 QUALITY ASSURANCE

A. The Service Provider shall:

1. Submit Inspection Documentation

Provide copies of inspection reports, notices, and similar documents to the designated LSUHSC-NO representative, where applicable.

- a. Legible, typed electronic copies of all reports shall be transmitted to LSUHSC-NO within forty-eight (48) hours of completing on-site work.

2. Handle and Store Materials Properly

Handle and store all materials strictly in accordance with the manufacturer's instructions.

3. Submit Sub-Service Provider Information

Provide all pertinent information regarding any Sub-Service Provider to the designated LSUHSC-NO representative for approval prior to using that Sub-Service Provider for the first time at LSUHSC-NO.

4. Follow all Safety Precautions

Take all normal precautions associated with all autoclave/sterilizer preventive maintenance and repair services that protects the safety of the building, its occupants, and the Service Provider's personnel.

4.2 SCHEDULING WORK

A. Schedule Revisions

Once both parties agree to a service schedule, revisions may only be made by mutual consent of the Service Provider and the designated LSUHSC-NO representative.

B. Work Hours:

1. Most locations, including roof access, are available for service from 8:00 a.m. to 4:30 p.m., Monday through Friday.
2. The Residence Hall must be scheduled after 9:00 a.m. and completed by 4:30 p.m.

C. Consecutive Work Days

Once started, work shall continue on consecutive workdays until complete unless pre-approved by the designated LSUHSC-NO representative. Failure to comply with this requirement shall constitute non-performance and shall subject the Service Provider to the financial penalties outlined in Paragraph 2.15.D.

D. Total Work Time

Work must be completed, to the satisfaction of the designated LSUHSC-NO representative, by the target date established when the inspection and/or maintenance work is first scheduled.

E. Extensions

The target completion date may be extended only with approval from the designated LSUHSC-NO representative.

F. System Shutdowns

All system shutdowns must be coordinated with the designated LSUHSC-NO representative. Required Outage Requests and Hot Work Requests must be submitted at least five (5) workdays prior to the start of work.

4.3 RESCHEDULING WORK

A. Limits of Rescheduling

Once scheduled, the start of work may be rescheduled only once for reasons other than weather-related events. If a declared evacuation or official campus closure occurs due to severe weather or other emergencies, the Service Provider shall not schedule personnel to report until officials deem the area safe.

B. Rescheduling Window

Rescheduled work must begin no later than five (5) workdays after the original scheduled start date.

C. Notification of Delays

The Service Provider shall notify the designated LSUHSC-NO representative in writing at least 48 hours before the originally agreed-upon start date to allow sufficient time for campus notification.

4.4 WORK PROGRESSION

A. Consecutive Workdays

Once work has commenced, it must progress on consecutive workdays until complete.

B. Exceptions

Exceptions to consecutive workdays may be permitted when:

1. Work is disrupted due to circumstances beyond the Service Provider's control (e.g., weather, LSUHSC-NO-caused delays, declared evacuations, or official campus closures).
2. A non-consecutive work schedule was pre-approved by the designated LSUHSC-NO representative.
3. The nature of the work requires breaks to allow processes such as drying, curing, or setting.

C. Additional Exceptions

The designated LSUHSC-NO representative may approve other exceptions on a case-by-case basis and shall be the final authority on such requests.

4.5 WARRANTY WORK

A. Warranty Coverage for Replaced Parts

Any autoclave/sterilizer preventive maintenance and repair services by the Service Provider during the service contract period shall remain part of this service contract for preventive maintenance inspections. Repairs to these components shall be covered under the warranty until the warranty period ends or until a new service contract is awarded to a different Service Provider.

SECTION 5 – SCOPE OF WORK

5.1 WORK LOCATIONS

- A. See Appendix C for the list of units and locations of each.

5.2 INITIAL ASSESSMENT

A. Initial Equipment Evaluation

As part of the activation of this Contract, and without delaying or otherwise interfering with the commencement of approved repair requests, the Service Provider shall conduct a comprehensive initial assessment of all equipment listed in Appendix C. This assessment shall be performed in accordance with recognized industry best practices for autoclave inspection, maintenance, and repair, including adherence to applicable manufacturer specifications, safety standards, and regulatory requirements.

The initial assessment shall include, at a minimum:

1. A determination of each unit's operational condition and overall serviceability.

2. A recommendation to repair or replace each piece of faulty or non-compliant equipment.
3. An itemized cost estimate to repair each unit, should LSUHSC-NO elect to repair.
4. An estimated cost to replace each unit, should LSUHSC-NO elect to replace.
5. An estimated timeframe to complete each recommended repair, if approved.
6. Identification of any immediate safety, compliance, or performance concerns that could impact operation, sterilization efficacy, or regulatory compliance; and
7. A compilation of all available general equipment information, including but not limited to:
 - a. Manufacturer
 - b. Model and serial number
 - c. Age of unit
 - d. Size and capacity
 - e. Control system type
 - f. Steam source and utility requirements
 - g. Maintenance and service history (if available)

All assessments shall be conducted by qualified technicians trained and certified in autoclave service and repair, using appropriate diagnostic tools and procedures recommended by the equipment manufacturer.

B. Assessment Timeline and Reporting

The Service Provider shall complete the initial assessment and deliver a written recommendation report to both designated LSUHSC-NO representatives within thirty (30) calendar days from the activation of this Contract, defined as the date the purchase order is issued.

The recommendation report shall be clear, detailed, and formatted for ease of review and decision-making, and shall include documentation of findings, test results (where applicable), and professional recommendations consistent with preventive maintenance best practices for sterilization equipment.

C. Determination of Active Equipment List

Upon receipt and review of the Service Provider's initial assessment and recommendations, LSUHSC-NO shall determine which individual equipment units listed in Appendix C will remain active under this Contract and continue to receive Preventive Maintenance and repair support.

1. Any equipment unit that LSUHSC-NO determines to be unsuitable or not cost-effective for continued Preventive Maintenance and repair support shall be removed from the active equipment list and excluded from this Contract until such time as the unit is repaired, replaced, or otherwise reinstated by LSUHSC-NO.
2. The Service Provider shall provide Preventive Maintenance services and submit invoices only for those equipment units listed on the current active equipment list (Appendix C) at the time of each scheduled Preventive Maintenance visit.
3. Equipment may be added to or removed from this Contract by LSUHSC-NO as operational needs, equipment condition, safety considerations, or lifecycle status warrant. Any such changes shall be documented through an updated Appendix C.

5.3 PREVENTIVE MAINTENANCE PROGRAM

A. Program Scope and Responsibilities

The Service Provider shall furnish all labor, tools, test equipment, replacement consumables, and technical expertise necessary to provide a comprehensive Preventive Maintenance (PM) program for all equipment remaining on the active equipment list (Appendix C) following completion of the Initial Assessment.

All services shall be performed by trained and qualified technicians experienced in sterilization and mechanical washer systems and shall follow industry best practices to ensure equipment safety, reliability, and regulatory compliance.

B. Preventive Maintenance Schedule

The Service Provider shall perform a total of four (4) on-site Preventive Maintenance service appointments per contract year for each piece of equipment listed on the active equipment list (Appendix C), consisting of three (3) quarterly Preventive Maintenance service appointments and one (1) combined quarterly/annual Preventive Maintenance service appointment.

1. Preventive Maintenance service appointments shall be conducted within a consistent quarterly (every three [3] months) schedule throughout the duration of the Contract to promote equipment reliability and minimize unplanned downtime.
2. Each Preventive Maintenance service appointment shall be scheduled on a date mutually agreeable to both LSUHSC-NO and the Service Provider, with notification and coordination occurring no less than two (2) weeks in advance of the scheduled service date.

C. Standards and References

All Preventive Maintenance service appointments and any related repairs shall be performed in strict accordance with:

1. Manufacturer's written recommendations, specifications, and service procedures.
2. Applicable safety standards and codes.
3. Recognized best practices for autoclaves, cage washers, and rack washers.

D. Preventive Maintenance Tasks

Preventive Maintenance service appointments shall include, but not be limited to, thorough inspections, cleaning, lubrication, adjustment, calibration, replacement of worn components, and functional testing necessary to maintain each unit in first-class operating condition and prolong equipment service life.

E. Deficiency Reporting

Any deficiencies, performance concerns, safety issues, or compliance-related findings identified during any inspection or test shall be reviewed and discussed with the designated LSUHSC-NO representative prior to the Service Provider's technician departing the work site. Recommendations for corrective action shall be clearly documented in the service report.

5.4 CAGE AND RACK WASHERS – QUARTERLY PM SERVICE

During each quarterly Preventive Maintenance service appointment, the Service Provider shall perform the following tasks, as applicable to each unit:

A. Operational Review

Discuss equipment performance, observed issues, and operational concerns with operators, laboratory managers, or other designated LSUHSC-NO representatives.

B. Printer Inspection (if equipped)

1. Verify print quality, including ink density, clarity, and legibility
2. Verify proper paper feed and take-up
3. Confirm adequate paper supply and proper loading

C. Exterior Inspection

Inspect the exterior of the unit for mechanical integrity, physical damage, corrosion, loose hardware, or visible indicators of underlying faults.

D. Door Assembly Service (each door)

1. Verify proper door operation and alignment.
- Inspect door gaskets for wear, deformation, or damage; replace as necessary

E. Chamber Inspection and Cleaning

1. Inspect and clean spray jets; align as required
2. Inspect and flush spray headers as necessary
3. Remove hard water deposits from the chamber interior and/or recirculating tank
4. Verify wash arms are free-moving and clean
5. Inspect chamber interior for rust or corrosion
6. Inspect and clean water-level sensing probes
7. Verify proper water level within the recirculating tank
8. Inspect piping for leaks or restrictions

F. Filtration, Strainers, and Traps

1. Inspect supply line strainers
2. Inspect drain strainers for glass, debris, or obstructions
3. Inspect steam traps for proper operation
4. Inspect and clean drain filters as necessary
5. Inspect air filters (if applicable)
6. Inspect and clean self-cleaning screens; disassemble as needed to remove debris

G. Valve Operation

1. Inspect all valves and clean as required
2. Inspect solenoid valves for proper operation
3. Rebuild or replace solenoid valves based on condition and failure history
4. Inspect check valves and clean or replace as required
5. Verify proper function and adjustment of throttling valves

H. Pump Inspection

1. Inspect detergent and acid pumps for proper condition
2. Inspect pump seals for leakage; replace if necessary
3. Verify correct pump rotation

4. Check for abnormal noise, vibration, or overheating

I. Leak Inspection

Inspect the complete unit, supply plumbing, and drain connections for leaks.

J. Gauges and Instrumentation

1. Inspect all gauges and instruments for accuracy and condition
2. Repair or replace damaged or malfunctioning components
3. Replace cracked or broken glass, indicator lamps, or pushbuttons
4. Test water and process sensors for accuracy

K. Control System Verification

1. Verify correct operation of all controls and displays
2. Verify temperature accuracy within ± 2 degrees
3. Verify conductivity accuracy (if applicable)
4. Replace failed or degraded control components
5. Verify backup battery condition and charge retention
6. Verify proper operation of all solenoids and relays
7. Verify cooling fan operation

L. Lubrication

Lubricate all points as required in accordance with manufacturer's recommendations.

M. Functional Testing

Run the unit through all operating cycles to verify proper sequencing, performance, and overall operation.

N. Exhaust Function

Verify proper slow exhaust function.

O. Safety Devices

Test the overpressure relief valve to confirm proper operation and reseating; replace if defective.

P. Labeling

Verify the presence and legibility of all required labels and safety markings.

Q. Housekeeping

Clean dirt, lint, and residue from internal and external components.

R. Electrical Inspection

Inspect wiring, terminals, and socket connections for damage, looseness, or fraying.

S. Reassembly

Reinstall all panels removed during service and remove all test equipment.

T. Worksite Cleanup

Dispose of or remove all materials used during servicing.

U. Area Restoration

Remove any marks, residue, or debris left on the unit, surrounding equipment, floors, walls, or furnishings.

V. Documentation

Submit a detailed Preventive Maintenance service report to the designated LSUHSC-NO representative(s), documenting all work performed, findings, deficiencies, corrective recommendations, and parts replaced or required.

5.5 CAGE AND RACK WASHERS – ANNUAL PREVENTIVE MAINTENANCE SCHEDULE

During the annual Preventive Maintenance service appointment, the Service Provider shall perform the following tasks, as applicable to each unit and in accordance with manufacturer specifications and industry best practices:

A. Mechanical Components

Grease pump motor bearings where applicable, using manufacturer-approved lubricants and procedures.

B. Safety Devices

Replace the safety valve to ensure continued compliance with pressure-relief and safety requirements.

C. Control Parameters

Review and verify all service-settable values and programmable parameters, ensuring alignment with factory-recommended settings.

D. Electrical Safety

Inspect the ground bond for continuity and integrity to ensure electrical safety compliance.

E. Utility Connections

1. Inspect steam connections for leaks, insulation integrity, and proper operation.
2. Inspect water connections for leaks, corrosion, and proper flow.

F. Reassembly

Reinstall all panels and guards removed during service and confirm proper fastening and alignment.

G. Housekeeping

Remove and properly dispose of all materials used during servicing.

H. Area Restoration

Remove any marks, residue, debris, or contaminants deposited on the unit, adjacent equipment, furniture, floors, walls, or surrounding surfaces during servicing.

I. Documentation

Submit a detailed annual Preventive Maintenance service report to the designated LSUHSC-NO representative(s), documenting services performed, parts replaced, findings, deficiencies, and recommended corrective actions.

5.6 AUTOCLAVE / STERILIZER – QUARTERLY PREVENTIVE MAINTENANCE SERVICE

The Service Provider shall perform the following tasks during each quarterly Preventive Maintenance service appointment, unless otherwise specified by the manufacturer:

A. Operational Review

Discuss equipment performance, alarms, cycle outcomes, and operator concerns with autoclave users, laboratory managers, or designated LSUHSC-NO representatives.

B. Printer Inspection (if equipped)

1. Verify print quality, including clarity, darkness, and completeness
2. Verify proper paper feed and take-up
3. Confirm adequate paper supply and correct loading

C. Exterior Inspection

Inspect exterior surfaces for physical damage, corrosion, missing fasteners, or visible indicators of underlying faults.

D. Door System Service (model-specific; perform all applicable tasks)

1. Service and lubricate all exterior components on manual door units
2. Service and lubricate all exterior components on powered door units
3. Verify proper tension on power-door cables (sliding door units)
4. Clean and inspect door lock mechanisms
5. Verify lock piston operation on hinged door units
6. Verify proper door closing and sealing:
 - a. Clean and inspect socket plate and alignment pins
 - b. Inspect door post for movement or looseness
 - c. Inspect door gasket condition; replace as required
 - d. Perform Bowie-Dick testing when applicable
 - e. Perform vacuum leak testing when applicable
 - f. Adjust door alignment as necessary
7. Check and adjust door interlock and position switches

E. Chamber Cleaning

1. Wash chamber surfaces with approved solutions to remove deposits
2. Do not use steel wool, picks, or scrapers
3. Use only hot water and mild, manufacturer-approved detergents
4. Use soft-bristle brushes and vacuum equipment as needed

F. Strainers, Filters, and Traps

1. Inspect and clean steam, water, and jacket strainers
2. Clean chamber drain strainer

G. Valve Inspection

1. Inspect steam, water, and emergency exhaust valves
2. Verify smooth operation of all hand valves
3. Inspect safety valve operation
4. Replace any faulty or leaking valves

H. Leak Inspection

Inspect the entire unit, supply plumbing, and drainage piping for leaks.

I. Gauges and Instruments

1. Repair or replace damaged or malfunctioning gauges or instruments
2. Replace cracked or broken glass, indicator lamps, or buttons
3. Test water and process sensors

J. Control System Verification

1. Verify proper function of all touch panels
2. Confirm correct date and time settings
3. Verify all programmable parameters
4. Replace failed indicator lamps or bulbs
5. Verify battery backup condition
6. Verify audible alarm/buzzer operation
7. Verify cooling fan operation

K. Functional Testing

1. Run the unit through all operating cycles to verify proper sequencing and performance
2. Verify operating temperature using a temperature data logger or maximum registering thermometer; provide printed verification when a data logger is used

L. Labeling

Verify the presence, legibility, and accuracy of all required labels and safety markings.

M. Housekeeping

Clean dirt, lint, and dust from internal and external components.

N. Electrical Inspection

Inspect wiring, terminals, and socket connections for wear, fraying, corrosion, or loose connections.

O. Reassembly

Reinstall all panels removed during service.

P. Worksite Cleanup

Remove all materials, tools, and test equipment used during service.

Q. Area Restoration

Remove any marks or residues deposited during service on surrounding areas.

R. Documentation

Submit a detailed quarterly Preventive Maintenance report to designated LSUHSC-NO representative(s).

5.7 AUTOCLAVE / STERILIZER – ANNUAL PREVENTIVE MAINTENANCE SERVICE

During the annual Preventive Maintenance service appointment, the Service Provider shall perform the following tasks, in addition to all applicable quarterly PM tasks:

- A. Valves and Pressure Components**
 - 1. Rebuild and/or replace all solenoid valves
 - 2. Rebuild and/or replace all check valves
 - 3. Rebuild and/or replace the steam pressure-reducing valve (PRV)

- B. Filtration and Safety Devices**
 - 1. Replace air filter cartridge
 - 2. Replace safety valve
 - 3. Replace plug on heat exchanger

- C. Steam Trap Service**

Rebuild jacket and chamber steam traps.

- D. Door System Overhaul**
 - 1. Install new door diaphragm and gasket
 - 2. Install new door seal gasket

- E. Calibration**
 - 1. Calibrate pressure transducer and temperature RTDs to NIST-traceable standards
 - 2. Affix calibration identification labels indicating NIST traceability and calibration date

- F. Ventilation**

Clean fan filter

- G. Control System Verification**
 - 1. Verify all service-settable values in Service Test Mode against factory-recommended settings
 - 2. Verify functional operation of each valve using Service Test Mode

- H. Electrical Safety**

Inspect ground bond for integrity

- I. Utility Inspections**
 - 1. Inspect steam connection
 - 2. Inspect water connection
 - 3. Inspect drain connection

- J. Reassembly**

Reinstall all panels and guards removed during service

- K. Cleanup and Restoration**
 - 1. Remove all service materials
 - 2. Restore the work area to a clean, original condition

- L. Documentation**

Submit a comprehensive annual Preventive Maintenance report to designated LSUHSC-NO representative(s), detailing services performed, components replaced, calibration results, deficiencies identified, and recommendations.

5.8 WASHER/DISINFECTOR – QUARTERLY PREVENTIVE MAINTENANCE SERVICE

During each quarterly Preventive Maintenance (PM) service appointment, the Service Provider shall perform the following tasks, as applicable to each Washer/Disinfector unit and in accordance with manufacturer specifications, institutional policies, and industry best practices.

A. Operational Review

Discuss equipment performance, alarms, cycle results, and any operational concerns with operators, laboratory managers, or other designated LSUHSC-NO representatives.

B. Printer Inspection

1. Verify print quality, including proper ink density, darkness, and legibility
2. Verify proper paper feed and take-up
3. Confirm adequate paper supply and correct loading

C. Exterior Inspection

Inspect the exterior surfaces of the unit for physical damage, corrosion, loose components, missing fasteners, or visible indicators of underlying mechanical or electrical faults.

D. Door System Service (Model Specific, perform all applicable steps)

1. Verify proper door operation and alignment
2. Inspect and verify proper operation of door dampers
3. Inspect door closing springs for wear or loss of tension
4. Inspect door gasket condition for cracks, deformation, or wear; replace if necessary

E. Chamber Inspection and Cleaning

1. Clean the chamber using approved solutions to remove residue and mineral deposits
2. Do not use steel wool, picks, scrapers, or other abrasive tools
3. Use only hot water and manufacturer-approved mild detergents
4. Use soft-bristle brushes and vacuum equipment as required
5. Inspect spray arm assemblies:
 - a. Verify spray arms rotate freely
 - b. Confirm spray arm openings are clear and unobstructed

F. Strainers, Filters, Traps, and Screens

Inspect and clean or replace as necessary:

1. Supply line filter
2. Sterile filter in the dryer assembly
3. Coarse strainer located at the bottom of the chamber

G. Valve Inspection and Operation

1. Inspect level switches and manual shutoff valves
2. Verify smooth operation of all hand valves
3. Inspect check valves in the dryer and waste outlet
4. Repair or replace any faulty, leaking, or improperly operating valves

H. Leak Inspection

Inspect the entire unit, hoses, supply plumbing, and drain connections for leaks, including:

1. Hoses between dosing pump and detergent container
2. Hose between dosing pump and washer
3. Hose within the hose pump
4. Hoses supplying the dryer

I. Gauges and Instruments

1. Inspect gauges and instruments for accuracy and physical condition
2. Repair or replace damaged or malfunctioning instruments
3. Replace cracked or broken glass, indicator lamps, or pushbuttons

J. Control System Verification

1. Verify proper operation of all touch panels and displays
2. Confirm date and time accuracy
3. Verify all programmable settings and cycle parameters
4. Replace failed indicator lamps or bulbs
5. Verify battery backup condition
6. Verify audible alarm/buzzer operation
7. Verify proper operation of dryer fan
8. Verify over-temperature protection functions correctly

K. Functional Testing

1. Run the washer/disinfector through all operating cycles to confirm proper sequencing, performance, and overall operation
2. Verify proper operating temperature using a temperature data logger or maximum registering thermometer
 - a. If a data logger is used, provide printed or electronic cycle documentation

L. Labeling

Verify the presence, accuracy, and legibility of all required safety, warning, and operational labels.

M. Housekeeping

Remove accumulated dirt, lint, and residue from internal and external components.

N. Electrical Inspection

Inspect wiring, terminals, and socket connections for wear, looseness, corrosion, or fraying

O. Reassembly

Reinstall all panels, guards, and access covers removed during service, ensuring proper fastening.

P. Worksite Cleanup

Remove all materials, tools, test equipment, and waste generated during service.

Q. Area Restoration

Remove any marks, residue, or debris deposited during service from the unit, adjacent equipment, furniture, floors, walls, or surrounding surfaces.

R. Documentation

Submit a detailed quarterly Preventive Maintenance service report to designated LSUHSC-NO representative(s), documenting:

1. All work performed
2. Findings and deficiencies
3. Parts replaced or recommended
4. Performance verification results
5. Any required follow-up actions

5.9 WASHER/DISINFECTOR – ANNUAL PREVENTIVE MAINTENANCE SERVICE

During the annual Preventive Maintenance (PM) service appointment, the Service Provider shall perform the following tasks for each Washer/Disinfector unit, in addition to all applicable quarterly PM activities, and in accordance with manufacturer recommendations, safety requirements, and industry best practices.

A. Door System Maintenance

Install a new door seal gasket to ensure proper sealing, cycle integrity, and prevention of leaks.

B. Hose Inspection and Replacement

Inspect all process, dosing, and utility hoses for wear, brittleness, cracking, or degradation, and replace hoses as necessary to maintain reliable operation and prevent leaks.

C. Dry Filtration

Replace the sterile filter in the dryer assembly to ensure effective filtration and proper drying performance.

D. Chamber Filtration

Replace the supply filter within the chamber to maintain adequate water quality and protect internal components.

E. Temperature Calibration

1. Calibrate all temperature RTD sensor(s) to NIST-traceable standards.
2. Affix calibration identification labels indicating NIST traceability and the date calibration was completed.

F. Control System Verification

Verify all service-settable values in Service Test Mode and confirm alignment with factory-recommended parameters.

G. Utility Connection Inspection

Inspect the water connection to the washer for leaks, corrosion, proper flow, and secure connection.

H. Reassembly

Reinstall all panels, guards, and access covers removed during service, ensuring proper fitment and fastening.

I. Worksite Cleanup

Remove and properly dispose of all tools, replaced parts, packaging, and materials used during service.

J. Area Restoration

Remove any marks, residue, debris, or contaminants deposited during service from the unit, adjoining equipment, furniture, floors, walls, or surrounding surfaces.

K. Documentation

Submit a comprehensive annual Preventive Maintenance service report to the designated LSUHSC-NO representative(s), documenting:

1. All work performed
2. Components replaced
3. Calibration results and NIST traceability
4. Any deficiencies identified
5. Recommendations for corrective action or follow-up service

5.10 REPAIR SERVICE

A. Scope of Repair Services

When repairs are required that are outside the scope of the Preventive Maintenance program, the Service Provider shall furnish repair services for all equipment listed on Appendix C, as amended following the Initial Assessment, at an additional (supplemental) cost to LSUHSC-NO. All repair services shall be performed by qualified technicians using manufacturer-approved parts and procedures.

B. Service Request Process

When requesting repair service, the designated LSUHSC-NO representative shall contact the Service Provider and provide, to the extent available:

1. A description of the reported issue or malfunction
2. The location of the equipment
3. The equipment type, manufacturer, and model (if known)

C. Repair Timelines

All approved repairs shall be initiated and completed as expeditiously as possible, subject to equipment accessibility and parts availability, and in accordance with the response and completion requirements specified in Sections 5.12 and 5.14 of this Contract.

D. Labor Rates

Direct labor hours associated with repair services shall be billed at the fixed labor rates established on the price sheet submitted with this bid. Only actual time spent diagnosing and performing authorized repairs shall be billable.

E. Travel Time

LSUHSC-NO shall not be billed for technician travel time to or from the equipment location. Travel-related costs shall be deemed included within the repair service framework unless otherwise expressly authorized in writing.

5.11 SPECIAL PROJECTS

A. Scope of Special Projects

The Service Provider shall perform approved special projects for equipment listed on Appendix C, as amended following the Initial Assessment, at an additional (supplemental) cost to LSUHSC-NO. Special projects may include, but are not limited to, equipment modifications, system upgrades, control improvements, or replacement of major components intended to enhance operational performance, efficiency, reliability, safety, or regulatory compliance.

All special projects shall be performed by qualified technicians in accordance with manufacturer recommendations, applicable safety standards, and industry best practices.

B. Authorization and Pricing

The Service Provider shall submit a detailed written quotation for each special project on the Service Provider's official letterhead. The quotation shall include a clear description of the proposed work, labor hours, parts and materials, and any applicable assumptions or exclusions.

No special project work shall commence until authorized by LSUHSC-NO through issuance of a purchase order specific to the approved special project.

C. Labor Rates

Direct labor hours associated with special projects shall be billed at the fixed labor rate established in the price sheet submitted with this bid. Only labor hours directly associated with the authorized scope of work shall be billable.

D. Travel Time

LSUHSC-NO shall not be billed for technician travel time to or from the equipment location. Travel-related costs shall be deemed included within the repair service framework.

5.12 SERVICE RESPONSE TIME REQUIREMENTS

A. Service Access

The Service Provider shall maintain and provide LSUHSC-NO with a 24 hours per day, 7 days per week (24/7) toll-free telephone number for reporting service requests, including emergencies, urgent issues, routine repairs, and scheduled service.

B. Initial Response

Upon receipt of any service request from a designated LSUHSC-NO representative, the Service Provider shall respond with a return telephone call within two (2) hours to acknowledge the request, obtain additional details as needed, and confirm the appropriate response level.

At the time of the initial service request, the designated LSUHSC-NO representative shall identify the required response category based on equipment criticality and operational impact, as outlined below.

1. **Emergency (Critical Equipment)**
Equipment whose failure results in immediate operational shutdown, safety risk, regulatory noncompliance, or significant impact to critical functions.
 - a. On-site response - Within two (2) hours, including weekends and holidays, from the time of the Service Provider's initial return telephone call.
 - b. Repair completion - Within twenty-four (24) hours, including weekends and holidays, from the technician's initial arrival on site to return the unit to operational service, subject to parts availability.

2. **Urgent (Important Equipment)**
Equipment whose failure significantly disrupts operations but does not constitute an immediate safety or regulatory risk.
 - a. On-site response - Within twenty-four (24) hours, including weekends and holidays, from the time of the Service Provider's initial return telephone call.
 - b. Repair completion - Within seventy-two (72) hours, including weekends and holidays, from the technician's initial arrival on site to return the unit to service, subject to parts availability.

3. **Routine (Non-Critical Equipment)**
Equipment whose failure has minimal operational impact and can be deferred without significant disruption.
 - a. Within seventy-two (72) hours, or three (3) business days, excluding weekends and holidays, from the time of the Service Provider's initial return telephone call.
 - b. Within seven (7) business days, excluding weekends and holidays, from the technician's initial arrival on site to return the unit to service, subject to parts availability.
 - c. Work hours limitation - Routine repairs shall be performed only between 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding LSUHSC-NO recognized holidays.

4. **Scheduled Service**
Service that is planned in advance, including Preventive Maintenance, approved special projects, or non-urgent repairs.
 - a. Arrival - The Service Provider shall arrive on the pre-scheduled date and at the pre-scheduled time, as mutually agreed upon in advance.
 - b. Completion - All scheduled work shall be completed within five (5) business days, excluding weekends and holidays, from the technician's initial arrival on site to return the unit(s) to service, unless otherwise agreed in writing.

5.13 PARTS

A. Preventive Maintenance Parts

The Service Provider shall furnish, at no additional charge to LSUHSC-NO, all parts required to be replaced as part of the Preventive Maintenance services

outlined in this Contract. This includes all associated costs for shipping, handling, and delivery. Preventive Maintenance parts shall be replaced in accordance with manufacturer recommendations and established best practices to ensure continued safe and reliable operation of the equipment.

B. Repair Parts (Non-Preventive Maintenance)

Replacement parts required for repairs that fall outside the scope of the Preventive Maintenance program shall be provided by the Service Provider at an additional (supplemental) cost to LSUHSC-NO. Prior to installation, the Service Provider shall submit a written quotation detailing the parts required, associated costs, and estimated delivery timeframe. No such parts shall be ordered or installed without prior written approval from the designated LSUHSC-NO representative.

C. Parts Quality Standards

All replacement parts supplied under this Contract shall be new, unused, and recommended or approved by the original equipment manufacturer (OEM), unless otherwise authorized in writing by LSUHSC-NO. No refurbished, rebuilt, or aftermarket parts shall be used without prior written consent.

D. Emergency Parts Availability

The Service Provider shall maintain the capability to supply emergency replacement parts within twenty-four (24) hours of an initial service request, subject to availability. Expedited or premium shipping methods may be utilized when necessary; however, any additional costs associated with accelerated delivery shall be billed as a supplemental charge and must be approved in advance by the designated LSUHSC-NO representative.

E. Obsolete Parts Support

The Service Provider shall make all reasonable efforts to locate, source, or manufacture obsolete or discontinued parts required to maintain equipment covered under this Contract. Such efforts may include coordination with the OEM, authorized suppliers, or custom fabrication, when feasible. Any costs associated with sourcing or manufacturing obsolete parts shall be billed to LSUHSC-NO as a supplemental charge and shall require prior written approval.

5.14 REPORTING REQUIREMENTS

A. Service Report Submission

The Service Provider shall submit a detailed service report for each service visit electronically via e-mail to the designated LSUHSC-NO representative(s) within twenty-four (24) hours following completion of the service.

B. Required Report Content

Each service report shall, at a minimum, include:

1. The date and time the service request was received
2. The date and time the technician arrived on site and completed the service
3. A detailed description of all work performed, including Preventive Maintenance, repairs, testing, calibration, or adjustments

4. Identification of all tests performed, the test methods used, and the results obtained
5. A listing of all parts replaced, repaired, or recommended (including part numbers, when applicable)
6. Identification of any deficiencies, safety concerns, or compliance issues discovered
7. A clear description of any additional work recommended, including urgency and rationale

C. Equipment Identification

Service reports shall clearly identify the equipment serviced by including:

1. Equipment location
2. Manufacturer and model number
3. Equipment serial number

D. Obsolete Parts Support

The Service Provider shall provide the designated LSUHSC-NO representative(s) with current calibration certifications for all test and measurement equipment used during service activities. All calibrations shall be traceable to the National Institute of Standards and Technology (NIST).

1. Annual Calibration Reporting - Detailed calibration reports for sterilization and washer/disinfector equipment shall be provided following completion of the annual calibration services.
2. Equipment Labeling - Each piece of sterilization equipment calibrated under this Contract shall be clearly labeled with NIST calibration identification, including the date calibration was completed and traceability reference, in accordance with industry best practices.

APPENDIX A

SERVICE PROVIDER ID BADGE APPLICATION

**LSUHSC – SERVICE PROVIDER ID BADGE
REQUEST FORM**

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ _

DATE OF BIRTH: ____ / ____ / ____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

**LSUHSC – SERVICE PROVIDER ID BADGE
REQUEST FORM**

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ _

DATE OF BIRTH: ____ / ____ / ____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

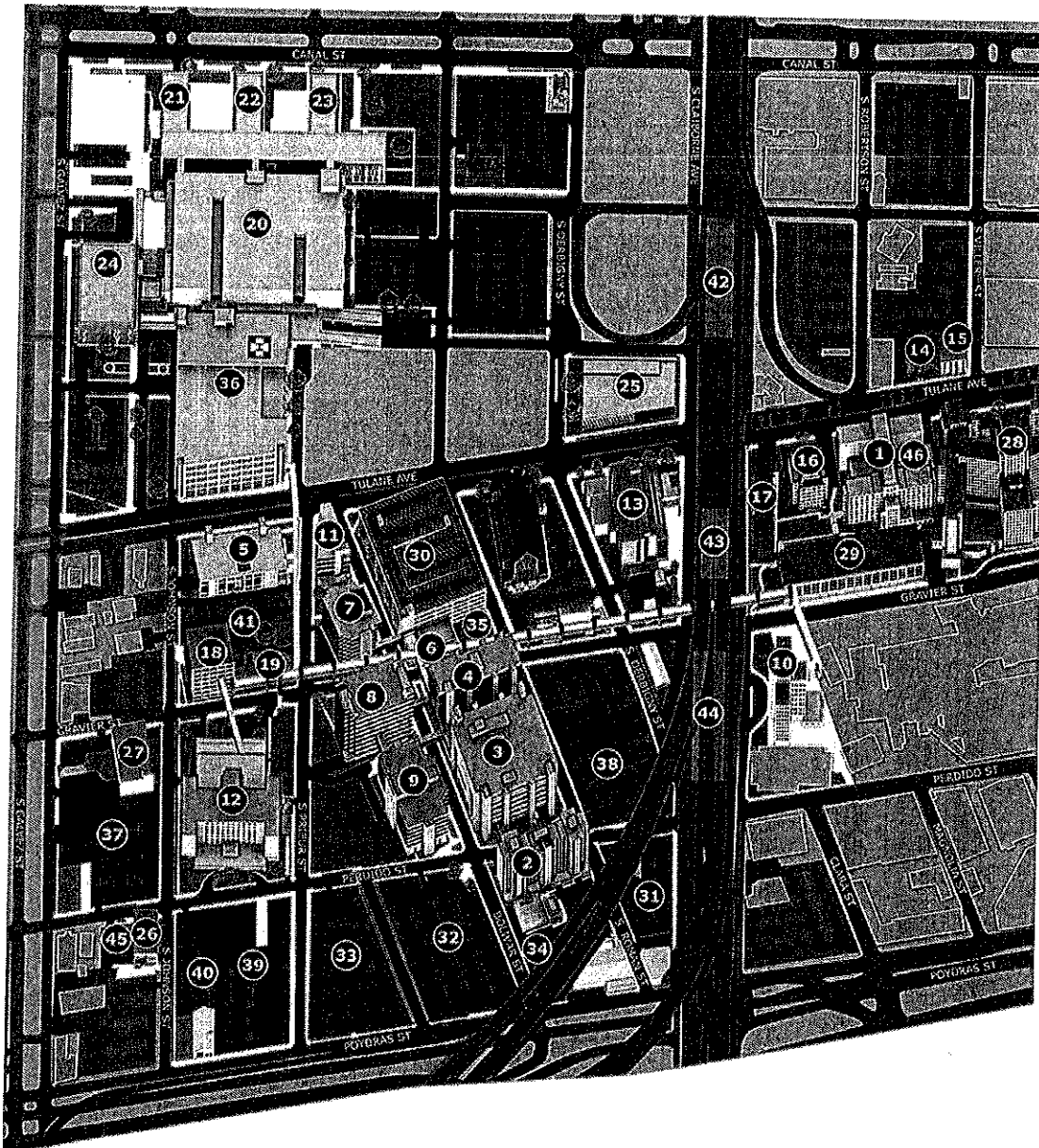
APPENDIX B

CAMPUS MAPS

DOWNTOWN CAMPUS BUILDING LIST

(<https://www.lsuhs.edu/maps/downtown.aspx>)

- | | |
|--|---|
| <p>(1) <u>Clinical Education Building</u>
1542 Tulane Avenue</p> <p>(2) <u>Residence Hall</u>
1900 Perdido Street</p> <p>(3) <u>Medical Education Building</u>
1901 Perdido Street</p> <p>(4) <u>Allied Health / Nursing Building</u>
1900 Gravier Street</p> <p>(5) <u>Human Development Center</u>
411 South Prieur Street</p> <p>(6) <u>Central Plant (Main)</u>
1903 Gravier Street</p> <p>(7) <u>Resource Center Building</u>
433 Bolivar Street</p> <p>(8) <u>Lions / LSU Clinics Building</u>
2020 Gravier Street</p> <p>(9) <u>Dr. Mervin L. Trail Clinical Sci. Research Bldg.</u>
533 Bolivar Street</p> | <p>(10) <u>Sister Stanislaus Memorial Hall</u>
450A South Claiborne Avenue</p> <p>(12) <u>Center for Advanced Learning & Simulation</u>
2021 Perdido Street</p> <p>(18) <u>Seton Building (NO LONGER PART OF UMC)</u>
2025 Gravier Street</p> <p>(19) <u>Center for Advanced Learning & Simulation</u>
<u>Central Plant</u>
2101 Gravier Street</p> <p>(29) <u>Gravier Street Parking Garage</u>
1661 Gravier Street</p> <p>(30) <u>Roman Street Parking Garage</u>
425 S. Roman Street</p> <p>(35) <u>East Campus Standby Power System</u>
1900 Gravier Street</p> <p>(NA) <u>Walk-To-Wellness</u>
Gravier Street (Bld. # 18 to Bld. # 29)</p> |
|--|---|



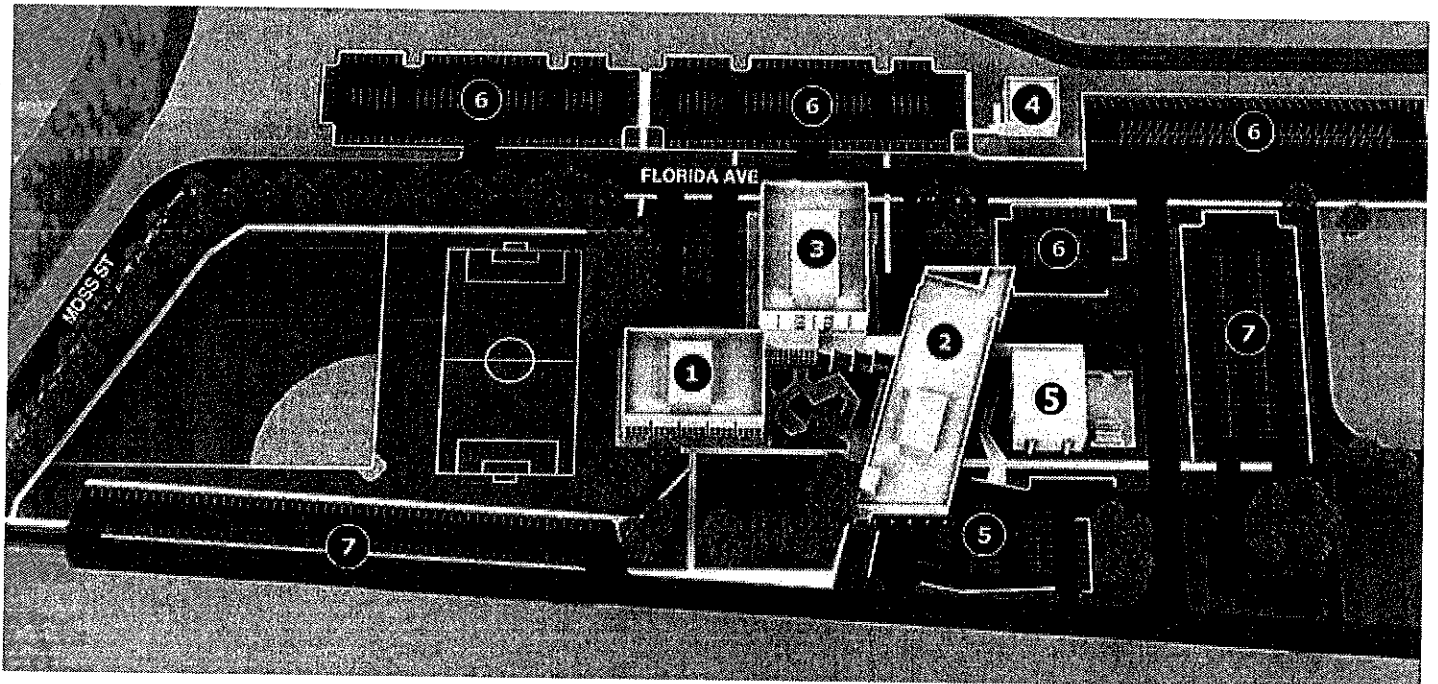
LEGEND

- LSUHSC
- University
Medical
Center (NIC)
- Parking

SCHOOL OF DENTISTRY CAMPUS BUILDING LIST

(<https://www.lsuhs.edu/maps/dental.aspx>)

- (1) School of Dentistry – Administration Building (Admin)
1100 Florida Avenue
- (2) School of Dentistry – Dr. Allen A. Copping Advanced Clinical Care & Clinical Research Building (Annex)
1100 Florida Avenue
- (3) School of Dentistry – Clinic Building (Clinic)
1100 Florida Avenue
- (4) School of Dentistry – Inter-Professional Primary Care Clinic (PCC)
1100 Florida Avenue
- (5) School of Dentistry – Power Plant
1100 Florida Avenue



APPENDIX C

**EQUIPMENT
INVENTORY**

Unit Count	Equipment Manufacturer	Equipment Description	Model Number	Serial Number	Location: Building/Room
1	AMSCO	GLASSWARE WASHER	470	3630192211	MEB-6232
2	AMSCO	SCALE BACK PRO	100-180	SBP000376	LEC-900
3	AMSCO	STERILIZER	CONSOLIDATED	61104	MEB-7231
4	AMSCO	GLASSWARE WASHER	LU-1021	3607186062	AHN-1023
5	AMSCO	GLASSWARE WASHER	RELIANCE 400	3626996003	LEC-938
6	AMSCO	STERILIZER	630LS	300082124	CSRB-334
7	GETINGE	STERILIZER	533 LS	07F07732	MEB-6232A
8	GETINGE	STERILIZER	533 LS	05H06268	MEB-6232A
9	GETINGE	BOILER	CAS30C	GC-32098	MEB-6232A
10	GETINGE	BOILER	GTS-30AMOP3-203	32690	MEB-6232A
11	GETINGE	UTENSIL WASH DNF	9122	WAA074640	SODNX-3566
12	GETINGE	LARGE STERILIZER BLK	9122	51291501001	LCRC-1032
13	GETINGE	STERILIZER	533HC	BAA0171928	SODNX-2574
14	GETINGE	STERILIZER VAC	733LS	BAA077383	SODNX-3575
15	GETINGE	STERILIZER VAC	733LS	BAA077384	SODNX-3575
16	GETINGE	BEDDING DISPENSER	GE182222ARC2	501014941-3	LCRC-1033
17	GETINGE	CAGE WASHER		26011703	SODNX-3566
18	LANCER	CART WASHER BOTTLE	921	USR1045001	LCRC-1033
19	LANCER	MED VAC	733LS	10K09971	LCRC-1030
20	LANCER	CAGE/RACK WASHER		0Q080118	LCRC-1032
21	RELIANCE	GLASSWARE WASHER	300XLS	3604219023	MEB-7127
22	RELIANCE	GLASSWARE WASHER	300XLS	36044219022	MEB-7231
23	STERIS	WASHER DISINFECTOR	444	3615007003	LEC-548
24	STERIS	WASHER DISINFECTOR	444	3614907008	LEC-548
25	STERIS	CAGE & RACK	3500	3633498001	CSRB-131
26	STERIS	CAGE & BOTTLE	4600	3632798002	CSRB-131
27	STERIS	BULK STERILIZER	121218 SLH	0104602-03	CSRB-128
28	STERIS	STERILIZER	AMSCO 250LS	33241961	CSRB-436
29	STERIS	STERILIZER	AMSCO 250LS	32402007	MEB-7127
30	STERIS	STERILIZER	AMSCO 250LS	32402008	MEB-7231
31	STERIS	GLASSWARE WASHER	MIELE G7883CD	74317336	CSRB-738
32	STERIS	STERILIZER	MIELE G7883CD	74317333	MEB-6232A
33	STERIS	GLASSWARE WASHER	RELIANCE 400	3614899005	CSRB-338
34	STERIS	GLASSWARE WASHER	RELIANCE 400	3614599001	CSRB-436
35	STERIS	GLASSWARE WASHER	RELIANCE 400	3615199003	CSRB-538
36	STERIS	STERILIZER	SV-120	10559923	CSRB-237
37	STERIS	STERILIZER	SV-120	10449901	CSRB-220
38	STERIS	STERILIZER	SV-148	0113999-04	CSRB-124
39	STERIS	STERILIZER	SV-148	0113499-12	CSRB-638
40	STERIS	STERILIZER	SV-148	0114099-07	CSRB-732
41	STERIS	STERILIZER	SV-148H	0304012-12	CSRB-362D
42	TBJ	BOTTLE FILL STATION	WP2001PT1F	50111494-2	LCRC-1033

APPENDIX D

TASK ORDER

FORM

Task Order

Task Order Number: _____ Date: _____

Project Name & Location: _____

PO #: _____

Service Provider: _____

Building Name: _____ Original Contract Date: _____

Service Provider is directed to perform the following task(s) as per below Scope of Work:

Scope of Work:	
-----------------------	--

Original Contract Sum (Total contract sum is unchanged by this Task Order)	\$
Total price of previous Task Order(s)	\$
Price of this Task Order	\$
Contract Expiration Date (Expiration Date is unchanged by this Task Order.)	
Expected completion date of this Task Order	

Note: No additional increase in time or money will be considered for a Change Order after the change has been reviewed and ruled on.

Requestor

Requestor's Name:

Approved

Approver's Name:

Accepted

Service Provider Representative Name:

Service Provider's Name & Address:

Approved
Via email to:

Service Provider Signature:

Via email to:

Date: _____

Date: _____

Date: _____

LSUHSC - AUTOCLAVE/STERILIZER/WASHER SERVICE CONT 2021 BID PRICE SHEET

	EQUIPMENT EVALUATION	Schedule			
1	Initial Assessment Cost	Scheduled In Advance and Completed Thirty (30) Calendar Days From Contract Issue Date			

	REPAIRS	Response Level			
1	Manpower \$ Per Hour (Normal Business Hours)	Emergency			
2	Manpower \$ Per Hour (Normal Business Hours)	Urgent			
3	Manpower \$ Per Hour (Normal Business Hours)	Scheduled In Advance			
4	Manpower \$ Per Hour (Regular Overtime - Non-Business Hours)	Emergency			
5	Manpower \$ Per Hour (Regular Overtime - Non-Business Hours)	Urgent			
6	Manpower \$ Per Hour (Regular Overtime - Non-Business Hours)	Scheduled In Advance			
7	Manpower \$ Per Hour (Overtime - Weekends & Holidays)	Emergency			
8	Manpower \$ Per Hour (Overtime - Weekends & Holidays)	Urgent			
9	Manpower \$ Per Hour (Overtime - Weekends & Holidays)	Scheduled In Advance			

REPAIR RATE

LSUHSC - AUTOCLAVE/STERILIZER/WASHER CONTRACT 2016 BID PRICE SHEET

	PREVENTIVE MAINTENANCE	Scheduled In Advance and Completed Five (5) Working Days From Scheduled Start Date				
Unit Count	Equipment Manufacturer	Equipment Description	Model Number	Serial Number	Location: Building/Room	In Service?
1	Getinge	Cage/Rack Washer		26011703	SODNX Bottle Washer- 3rd floor	YES
2	Getinge	Medium Sterilizer-Steam		BAA077383	SODNX Left Medium Sterilizer 3rd floor	YES
3	Getinge	Medium Sterilizer-Steam		BAA077383	SODNX Left Medium Sterilizer 3rd floor	YES
4	Getinge	Medium Sterilizer-Steam		BAA077384	SODNX Right Medium Sterilizer 3rd floor	YES
5	Getinge	Medium Sterilizer-Steam		BAA077384	SODNX Right Medium Sterilizer 3rd floor	YES
6	Getinge	Cart Washer	9100 Series	WAA074640	SODNX Cart Washer - 3rd floor	YES
7	LS Cent	26x37.5 Steam Custom		30401212	CSRB - 362D 533 Bolivar st	YES
8	LS Cent	26x37.5 Steam Custom		30401212	CSRB - 362D 533 Bolivar st	YES
9	Reliance	300XLS		3604219022	CSRB 3rd floor Rm 338	YES
10	Reliance	300XLS		3604219023	CSRB 7th floor	YES
11	Lab	GLASSWARE WASHERS	SD/DD1021/1031	3607186062	10th floor Allied Health, School of Nursing	YES
12	SD Electric	Lab 110/250 24V Vac/Grav BC		30042019	9th floor Allied Health, School of Nursing	YES
13	AMSCO	B/C DD DECON ABU	630LS	30082124	CSRB 3rd Floor BSL 3 Lab	YES
14	AMSCO	B/C DD DECON ABU	630LS	30082124	CSRB 3rd Floor BSL 3 Lab	YES
15	Lab	110/250 24V Vac/Grav BC SD Steam		30842105	CSRB 7th Floor Rm 732 Lab	YES
16	Lab	110/250 24V Vac/Grav BC SD Steam		30842105	CSRB 7th Floor Rm 732 Lab	YES

17	AMSCO	B/C SD	630LS	31172109	CSRB 7th Floor Rm 732 Lab	YES
18	AMSCO	B/C SD	630LS	31172109	CSRB 7th Floor Rm 732 Lab	YES
19	Lab	110/250 24V Vac/Grav BC SD Steam	110	33241961	CSRB 4TH Floor	YES
20	Lab	110/250 24V Vac/Grav BC SD Steam	110	33241961	CSRB 4TH Floor	YES
21	Reliance	Washer Units After 3624402000 - Electric	Series 444	3614907008	LEC-58	YES
22	Reliance	Washer Units After 3624402000 - Electric	Series 444	3615007003	LEC-548	YES
23	Reliance	400 Electric Up To 3624402000		3626996003	LEC - 938	YES
24	Scale	Back Pro 100-180W		SBP000376	LEC 9th floor	YES
25	Scale	Back Pro 30-75KW		SBP001504	CSRB 220	YES
26	Scale	Back Pro 30-75KW		SBP001505	CSRB 237	YES
27	LS	SMALL CENT GRV/VAC SD ELE		10449901	CSRB RM 220 Hallway/Necropsy	YES
28	LS	SMALL CENT GRV/VAC SD ELE		10449901	CSRB RM 220 Hallway/Necropsy	YES
29	LS	SMALL CENT GRV/VAC SD ELE		10559923	CSRB - 237	YES
30	LS	SMALL CENT GRV/VAC SD ELE		10559923	CSRB - 237	YES
31	AMSCO	B/C SD	630LS	30952406	CSRB 538	YES
32	AMSCO	B/C SD	630LS	30952406	CSRB 538	YES
33	Lab	110/250 24V Vac/Grav BC SD Steam		31652209	CSRB RM 638 Animal Care building	YES
34	Lab	110/250 24V Vac/Grav BC SD Steam		31652209	CSRB RM 638 Animal Care building	YES
35	Lab	110/250 24V Vac/Grav BC SD Steam		32002230	CSRB 338	YES
36	Lab	110/250 24V Vac/Grav BC SD Steam		32002230	CSRB 338	YES
37	AMSCO	B/C SD	630LS	32722324	CSRB 338	YES
38	AMSCO	B/C SD	630LS	32722324	CSRB 338	YES
39	Reliance	300XLS		3612724010	CSRB room 538	YES
40	Reliance	400 Electric Up To 3624402000		3614599001	CSRB - 436	YES
41	Reliance	300XLS		3619922006	6th floor	YES
42	400XLS	Glassware Washer -Steam Heated		3609422007	CALS Lab Wash Room	YES

43	400XLS	Glassware Washer -Steam Heated		3609422008	CALS 2nd floor LSU center for advanced studies	YES
44	Reliance	Reliance 300XLS		3612525016	MEB RM 5334	YES
45	AMSCO	250LS		031402503	MEB RM 5334	YES
46	AMSCO	250LS		031132501	MEB RM 5334	YES
47	AMSCO	250LS		031402505	MEB RM 5335	YES
48	AMSCO	250LS		031342517	MEB RM 6334	YES
49	AMSCO	250LS		031342518	MEB RM 6334	YES
50	Reliance	300XLS		3612525014	MEB RM 6334	YES
51	AMSCO	250LS		031402501	MEB RM 6335	YES
52	AMSCO	250LS		031402504	MEB RM 7335	YES
53	AMSCO	250LS		031402502	MEB RM 7335	YES
54	Reliance	R 300XLS		3612525015	MEB RM 7335	YES
55	AMSCO	250LS		031342516	MEB RM 7336	YES

EQUIPMENT COLUMN TOTALS:

BID TOTAL (ALL \$

****Sterilizers of the same type should have the same cost****

