


INVITATION TO BID		BID DUE DATE AND TIME		
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		06/16/2026		11:00 AM CT
SOLICITATION RFQ-0000002834 SUPPLIER # SUPPLIER NAME AND ADDRESS <div data-bbox="180 394 789 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		RETURN BID TO lsubids@lsu.edu Buyer Erica Pino Buyer Phone Buyer Email epino2@lsu.edu Issue Date 06/02/2026		
TITLE: REBID - LSUS Solid Waste Collection, Hauling Services & Dumpster Rental - Term Contract				
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> _____ "No Bid" (sign and return this page only). _____ My Company does not wish to receive future solicitations for this spend category. Specify your Delivery: To be made within _____ days after receipt of order. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;">General Instructions to Suppliers</p> <ol style="list-style-type: none"> Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. Read the entire solicitation, including all terms, conditions and specifications. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. 				
SUPPLIER NAME		MAILING ADDRESS		
AUTHORIZED SIGNATURE		CITY, STATE ZIP		
PRINTED NAME		PHONE #		
TITLE		FAX #		
E-MAIL		FEDERAL TAX ID #		

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1. Bid Submission Information

All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to lsubids@lsu.edu (*This email address should be used for bid submissions only*). Any bids sent directly to the Buyer of record **will not** be forwarded to the "Return Bid To" email.

When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.

It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.

The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.

2. Bid Opening Information

Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:

<https://lsu.zoom.us/meeting/register/QLfFfBZmRqio9DF9ESf0QA>

After registering, a confirmation email will be provided containing information about joining the bid opening.

No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.

If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.

3. Method of Award

All or None - Bid shall be awarded to the lowest responsible and responsive supplier for all items.

4. Insurance Requirements

Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.

5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.

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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

1. Supplier Enrollment

Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email suppliers@lsu.edu. The supplier enrollment form can be located at: http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php

2. Bid Delivery and Receipt

Bids must be received and time-stamped at the "Return Bid To" email address no later than the due date and time specified herein. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

3. Bid Forms

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.

4. Interpretation of Solicitation/Supplier Inquiries

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

5. Bid Addenda

Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

6. Bid Opening

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

7. Special Accommodations

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

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8. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

9. New Products/Warranty/Patents

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

10. Descriptive Information

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

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

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

12. Taxes

Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

13. Terms and Conditions

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

14. Supplier Forms/LSU Signature Authority

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

15. Awards

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

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16. Acceptance of Bid

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

17. Applicable Law

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

18. Awarded Products/Unauthorized Substitutions

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

19. Testing/Rejected Goods

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

20. Delivery

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

21. Default of Supplier

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

22. Supplier Invoices

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

23. Delinquent Payment Penalties

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

24. Assignment of Contract/Contract Proceeds

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

25. Right to Piggyback

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.

26. Contract Cancellation

LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

27. Prohibited Contractual Arrangements

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

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28. Equal Employment Opportunity Compliance

By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

29. Mutual Indemnification

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

30. Certification of No Suspension or Debarment

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.sam.gov.

31. Right to Audit

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

32. Data Privacy

By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<p>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: LSUS(FS100) 1 University PL Shreveport, LA 71115</p>					
1	<p>All or None 30 Yard Roll off Dumpster, price per container, includes monthly rental per specifications</p>	3	Each	\$ _____	\$ _____
2	<p>All or None Haul fee for 30 Yard Roll off Dumpster as needed.</p>	3	Each	\$ _____	\$ _____
3	<p>All or None 8 cubic yard, 5x per week, price per container, includes monthly rental and haul fees per specifications</p>	5	Each	\$ _____	\$ _____
4	<p>All or None 8 cubic yard, 3x per week, price per container includes monthly rental and haul fees per specifications</p>	3	Each	\$ _____	\$ _____

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	All or None Tonnage Disposal Fee	75	Each	\$ _____	\$ _____
6	All or None Relocation fee	3	Each	\$ _____	\$ _____
7	All or None Delivery/Pickup Fee - 30 yard dumpster new or temporary dumpsters	12	Each	\$ _____	\$ _____
8	All or None Delivery/Pickup Fee - 8 cubic yard new or temporary dumpsters	12	Each	\$ _____	\$ _____

LSU Shreveport Campus and Pilots Pointe Apartments: Solid Waste Collection, Hauling Services & Dumpster Rentals Specifications

SECTION 1: Introduction, Goals, & Objectives

The purpose of this solicitation is to establish a term contract to provide solid waste collection and hauling services at Louisiana State University Shreveport (LSUS) and Pilots Pointe Apartments (PPA). Additionally, dumpster rentals, both permanent and temporary, will be required as part of the contract. Louisiana State University Shreveport (“LSUS”) is located at 1 University Place, Shreveport, LA, with Pilots Pointe Apartments (“PPA”) located adjacent to the main campus with an address of 8445 Youree Drive, Shreveport, Louisiana.

As of 2025 LSUS’ population consists of approximately 400 staff and faculty members and a total of 1,950 campus students; 386 of which live on campus grounds.

LSUS’ solid waste collection services are managed through its Facility Services department. Facility Services oversees the collection services for municipal solid waste and recoverable materials to a variety of buildings on LSUS’ campus.

1.1 Materials Collected

The Supplier will ensure efficient waste management that must adhere to local environmental regulations while meeting the needs of our campus and its students. Services must include the collection of cardboard, garbage, packaging materials, and solid waste materials including demolition materials, bulky waste, white goods, concrete, and woody waste. Items not referenced above shall be included by the Supplier in a detailed accepted and unaccepted item list and provided to the University prior to issuance of award.

1.2 Dumpster Location Sites

The objectives of this term contract are to provide appropriately sized dumpsters to designated locations at LSUS and PPA, as outlined in **Exhibits A & B**; as well as establish a waste collection schedule that minimizes disruption to the campus or living quarters, ensures compliance with all environmental and municipal waste management regulations and maintains cleanliness and safety at dumpster sites. Locations, quantity and size of dumpster rentals are subject to change to meet the needs of the University. Table #1 references the current dumpsters located at LSUS and PPA.

1.3 Non-Mandatory Site Visits

The supplier may schedule a visit with the LSUS Director of Facility Services or his designee.

If you would like a site visit prior to submitting a bid, please contact the Facility Services Office, (318) 797-5360. Any questions that arise as a result of the site visit should be directed to Erica Pino at epino2@lsu.edu.

SECTION 2: Scope of Work

This Scope of Work outlines the responsibilities and deliverables for providing dumpster rentals and regular trash pickup at LSUS and PPA.

2.1 Permanent Rentals

Currently, LSUS requires the permanent rental of three (3) 30 cubic yard roll-off dumpsters, nine (9) 8 cubic yard dumpsters. Table #1 below provides the quantity, pickup frequency and location of these dumpsters. An increase or reduction in the quantity of dumpsters may be needed to meet the needs of the University. The Supplier will provide adequate resources to collect, haul, swap and dispose of material placed in permanent rentals in accordance with the Schedule provided in Table #1. Changes to quantity, size and location may occur during the term of the contract. Additional costs, such as monthly rental and haul fees shall be included in the unit cost provided for on the price sheet, except for line #1 30 yard roll-off dumpster.

Table #1:

Qty.	Location	Item Description	Pickup Frequency	Map Location
1	Pilots Pointe Apartments (PPA)	30 yard roll-off	Avg.7 Annually	15
1	Baseball Field	30 yard roll-off	Avg.6 Annually	17
1	Museum of Life Science	30 yard roll-off	Avg.3 Annually	13
2	Physical Plant Yard South Side of Campus	8 cubic yard waste containers	(5) Weekly	11
2	University Center - North Side of Campus	8 cubic yard waste containers	(5) Weekly	4
1	Between Bronson Hall & Business Education	8 cubic yard waste containers	(5) Weekly	6 & 7
1	Noel Library - STACKS	8 cubic yard waste containers	(3) Weekly	8
3	Pilots Pointe Apartments	8 cubic yard waste containers	(3) Weekly	See Exhibit B

2.2 Demolition Dumpsters

Included in Table #1, three (3) roll-off 30 yd dumpsters are utilized for demolition or debris removal.

2.3 Pickup Schedule

The frequency of pick-up for each permanent dumpster can be found in Table #1. Should a 8 cubic yard short-term rental be required, pickup frequency will be determined at the time of request but will remain in one of the frequencies provided on the Price Sheet, i.e., pick-up three (3xs) or five (5xs) per week. The pickup schedule for a 30 yard roll off may vary and will be determined at the time of the request.

2.5 Monthly Billing

Billing shall occur monthly based upon the quoted Unit Price for each item provided on the price sheet .

SECTION 3: Performance

3.1 Dumpster Delivery and Installation: Types & Sizes

Front load containers must be (8) cubic yards in size. Each container must be new or refurbished in like new condition. Newly painted, free from rust and dents larger than 12” in diameter. These units must have a corrosion resistant coating and be fabricated from 12-gauge or thicker steel on ends and walls. Outside body should be fabricated with 10-gauge or thicker steel to ensure against water seepage and a rain plug in the bottom. These units should have rounded edges and smooth surfaces to guard against injuries. All container lids must be intact, and fully functional. The lids must close properly after use and/or collection. These units shall be flat top style with sliding doors for easier access. All sliding doors and lids should be securable with a latching mechanism. Lids must be durable and match container body. Location and sizing must be coordinated with Facility Service personnel. Containers must fit into current designated areas and be accessible for service. Several outdoor collection locations have gates. Supplier is responsible for ensuring all enclosures are closed before leaving the site.

Delivery and/or pickup fees of new or temporary dumpsters (including delivery of all initial dumpsters) must be provided for on the Price Sheet.

3.2 Number of Units and Placement:

See Exhibits “A” & “B” for current map locations.

3.3 Maintenance and Cleaning:

Suppliers shall conduct regular maintenance and timely upgrades of equipment. Should a supplied unit fail to comply with specifications, the unit must be replaced or repaired within 72 hours.

3.4 Collection Vehicles:

Suppliers shall conduct regular maintenance and timely upgrades of equipment to ensure optimal performance and longevity. Supplier will provide a maintenance schedule of their fleet prior to the effective date.

3.5 Designated Facility

It is the intent of LSUS to have a pre-determined location that has been identified and included under the Agreement terms where collected waste and recoverable commodities are to be delivered, processed or disposed.

Suppliers are required to specify the primary Landfill to be used for the disposal of the University's Solid Waste, and other materials described in Section 1.1, along with its associated Disposal Fee within the Bid Response.

The primary Landfill provided within the Supplier bid response shall become the Designated Facility for Solid Waste. Supplier will have the flexibility to utilize alternative Landfills, as needed, to meet the terms of the Agreement, but the primary Landfill listed, and its associated tonnage Disposal Fee, included on the solicitation form, will be the only rate that shall be applied under the Agreement terms. The Disposal Fee shall be inclusive of all fees and charges related to the use of the Landfill. All Landfills used must comply with all local and state Landfill regulations and have all necessary permits and licenses to dispose of waste outlined in this solicitation document. All Suppliers should include the hours of operation and any holiday closures of the primary Landfill within their Bid Response but must be supplied prior to award.

Primary Landfill Name & Address:

Hours of Operation:

SECTION 4: General Requirements

4.1 Permits and Licenses

Supplier shall obtain, at its own expense, all permits and licenses required by applicable law, and maintain same in full force and effect. Any revocation of Supplier's licenses or permits shall be reported to the University within three (3) days. Supplier must provide a valid Solid Waste Transporter License, prior to award. A Solid Waste permit is required to be provided for the disposal facilities that will be used and identified by the Supplier under the Agreement terms, prior to award. All other necessary licenses required by the Supplier under the Agreement terms must be provided upon request. This includes but is not limited to, current vehicle registrations and updated inspections that meet compliance with the Department of Motor Vehicles for commercial vehicles that will be used to operate collection and hauling services under the Agreement, as well as all OSHA Safety Certifications.

4.2 Contract Management

Supplier shall provide a dedicated Supplier's Representative for the term of the contract. The Supplier's Representative will:

- a. Serve as the primary point of contact for all daily operations, scheduling and coordination of services.
- b. Monitor all the Supplier's operations on campus.
- c. Respond to and address concerns made by the University within a twenty-four (24) hour time period.
- d. Provide the following items on a timely basis:
 - i. Detailed invoices for all charges by the 5th of each month;
 - ii. Provide additional reports/information as requested by the Director of Facility Services; and
 - iii. Costs associated with contract management must be covered by the prices quoted for the services included with each category of scope of service.

4.3 Invoicing

All services performed by Suppliers will need to be billed directly to LSUS Facility Services. All monthly invoices must be received by the 5th day of each month. Each invoice shall include documentation from the Landfill and/or facility where materials were hauled. Any missed or skipped collections will be deducted from the monthly charges. Billing statements shall be organized by calendar month. If any changes occur during the month, changes will be prorated accordingly.

4.4 Background Checks

Due to the diverse work force, faculty and students at the University, there are many vulnerable populations in the campus community. In an effort to ensure their safety, the Supplier must have criminal history checks conducted on all personnel providing service to the University. Upon request by the Director of Facility Services, Supplier must provide a letter certifying that criminal history checks have been conducted on all personnel providing service to the University. If the supplier adds employees to the roster, then an updated letter shall be provided. The criminal history check information must be maintained on file by the Supplier, and LSUS reserves the right to request copies of the criminal history checks at any time. The Supplier shall be required to adhere to all University policies and background checks shall meet standard requirements for all public employees at LSUS.

SECTION 5: Term of Contract

5.1 Terms of Contract

Prices quoted are to remain firm for the period of: **August 1, 2026 through June 30, 2027.**

5.2 Option to Renew

At the option of the University and acceptance by the Supplier, this quote may be renewed for two (2) additional twelve (12) month periods at the same prices and terms (not to exceed thirty-six (36) months).

SECTION 6: Supplier Submittals

6.1 Disposal Facility Information

The following information is required to be provided with the bid documents. Failure to submit this information may cause rejection of the bid:

Suppliers are required to specify the primary Landfill, along with their associated Disposal Fees, to be used for the disposal of the University's Solid Waste, identified in Section 1, within the Bid Response.

6.2 Supplier Qualifications & Information – **Submit prior to the award of the bid**

Suppliers must be able to demonstrate that they are fully experienced with a successful track record of accomplishment in waste collection and disposal of similar style, type and volume based on the University's demographics. All qualified Suppliers should provide the following information/documentation with their bid submittal, that demonstrates the following criteria (a-d); if not submitted with the bid response, **this information must be submitted prior to award, and within 10 business days of request:**

a. Required Licenses & Certifications

A valid Solid Waste Transporter permit AND a copy of the Solid Waste disposal permit for any Landfill or disposal facility that will be used and identified by the Supplier under the Agreement terms.

b. Previous Relevant Experience

- Supplier must have a minimum of three (3) years of active and continuous experience in waste collection and hauling.
- A minimum of one (1) year of an equivalent size Agreement for collection and removal of designated materials as it pertains to the service and category of the bid submittal.

The Supplier should include:

- One (1) example over the past three (3) years that are in progress or completed, with one (1) being comparable in size, scope and similar environment to the University demographics and scope of work within this RFQ. Names and contact information of such entities must be included.
- A detailed description of the relevant work performed and how it relates to the Scope of Work outlined within this RFQ. LSUS may not be listed as one of the examples.

c. Designated Facility

- Supplier should include hours of operation and any holiday closures of the primary Landfill.

d. Accepted Material Standards

A list of guidelines that details the materials and standards that are accepted and not accepted:

- Within Front Load Containers
- 30 yard roll-off dumpsters

SECTION 7: Campus Closures and Holidays:

Assigned days when the University is closed and which the Supplier is not required to provide collections services, unless otherwise requested by the Director of Facility Services. For the purposes of this scope of work, the below dates indicate closures of LSUS Campus:

FY 26-27

Holiday	Date
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving	Thursday, November 26, 2026
Thanksgiving	Friday, November 27, 2026
Christmas and New Year's	Thursday, December 24, 2026
Christmas and New Year's	Friday, December 25, 2026
Christmas and New Year's	Monday, December 28, 2026
Christmas and New Year's	Tuesday, December 29, 2026
Christmas and New Year's	Wednesday, December 30, 2026
Christmas and New Year's	Thursday, December 31, 2026
Christmas and New Year's	Friday, January 1, 2027
Martin Luther King, Jr. Day	Monday, January 18, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth	Friday, June 18, 2027

SECTION 8 – DEFINITIONS:

Agreement/Term Contract: A binding legal document between Louisiana State University and

the Supplier, as it pertains to the terms set forth for solid waste collection services.

Applicable Law: All applicable Federal and State of Louisiana laws, local (municipal and parish) ordinances, and the rules and regulations of all authorizes having jurisdiction over any part of the services provided under this Agreement.

Bid Response: The entirety of a supplier's response to this RFQ, including any and all supplemental offers or information not explicitly requested in this RFQ.

Bulky Waste: Any non-flammable, non-hazardous item comprised of large, discarded materials such as appliances, furniture, or any large non-hazardous objects.

Collection Schedule: The predetermined timetable agreed upon by the University and the Supplier detailing the frequency and times at which collection services will occur.

Concrete: A construction material composed of a mixture of cement, aggregate (such as sand, gravel or crushed stone), and water which hardens over time to form a solid, durable mass.

Container(s): Any durable Dumpster, Bin, Roll Off, or other Container available in various size capacities and approved by the Director of Facility Services to be used for the temporary storage of various waste streams and constructed to be compatible with waste collection vehicles for easy and efficient emptying.

Delivery/Pickup: The delivery and/or pickup of new permanent or temporary dumpsters.

Demolition Dumpsters: A large metal box, characterized by a rectangular footprint with wheels, normally used to store, collect and transport debris from construction and renovation projects on campus. Currently use 30 foot roll-off dumpsters on LSUS and PPA.

Designated Facility: The facility authorized and identified in the Agreement terms where waste materials are disposed at a Landfill.

Disposal Fee: Fee charged for accepting solid waste, woody waste, concrete, etc., at a solid waste management facility, such as a sanitary Landfill.

Dumpster: A large metal box for collection services, usually of one-cubic to eight-cubic yard in size, lifted by mechanical means.

Effective Date: The date upon which the term contract is to commence.

Excluded Waste: Hazardous material, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infections, biohazardous, toxic, or listed as characteristic hazardous material as defined by Applicable Law or any otherwise regulated waste.

Facility Services: The department at LSUS will handle the performance and implementation of all services outlined in this RFQ. Additionally, the department responsible for any requested changes and/or communication of information as needed.

Front Load Dumpsters/Containers: Heavy duty steel containers, used for collection of materials, designed with open top lids or sliding doors, usually of two to eight-cubic yards in size and lifted by mechanical means. Some come with locks to prevent unauthorized access, and some may have wheels to facilitate easier movement, when necessary.

Garbage: Putrescible Solid Waste generated from University buildings and grounds that includes animal and vegetable matter from the handling, preparation, cooking and serving of foods, but that does not include industrial waste or sewage sludge. This includes debris which will fit into Containers.

Hauling Services: The removal of solid waste from any receptacle located at LSUS or PPA and transferring to the identified Landfill. Hauling services shall be included in the unit cost.

Holiday: Assigned days when the University is closed and which the Supplier is not required to provide collection services, unless otherwise specified by the University. Collection services shall resume on the next calendar day, following a Holiday. New Year's Day, Martin Luther King Jr. Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. See Section 7 for more information.

Landfill: An engineered facility on land that is in accordance with Subtitle D of the Resource Conservation and Recovery Act (RCRA), designed and operated for the burial of Solid Waste in a manner that protects human health and the environment by having established requirements with respect to location, operation, design, groundwater monitoring, corrective action, closure and post-closure and financial assurance.

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

Must/Shall/Will: Indicates a mandatory requirement.

Normal Business Hours: The standard operating hours of awarded Supplier during which routine business activities are performed as a part of the scope and terms of the Agreement. Normal Business Hours will be defined as Monday through Friday from 7 a.m. to 4 p.m., excluding Holidays.

Pilots Pointe Apartments: The residential apartment complex located at 8445 Youree Drive, Shreveport, LA and located adjacent to the LSUS campus.

Roll Off Containers: A large metal box, characterized by a rectangular footprint with wheels, normally used to store, collect and transport construction or demolition debris, Bulky Waste or other large amounts of Solid Waste, or Recyclables, usually of the ten, twenty, thirty or forty cubic yard size which are lifted by mechanical means. These containers may either be open-top or closed compaction type.

Services: The collection, transportation and delivery of Solid Waste from designated University sites to Designated Facilities under the Agreement terms.

Solid Waste: Non-segregated discarded materials from the University that are in solid or semi-solid form, and generated by various human activities including residential, commercial and institutional operations, which include garbage, refuse, trash and other solid waste generated by occupants of University buildings and patrons on University grounds. For the purposes of this bid solicitation, Solid Waste shall not include sludge or materials that are segregated in separate Containers and classified as a recoverable commodity to be processed for reuse.

Supplier: The individual, company(ies), or entity(ies) that submits a bid in response to this RFQ, with the intent of providing goods and services as specified in this RFQ. Supplier also encompasses the entity who will become authorized by the University to provide waste collection and hauling services under the terms of the Agreement. The Supplier is responsible for the execution of all services outlined in the Contract.

Supplier's Representative: The individual designated by the Supplier to act as the Supplier's representative in matters relating to the interpretation, implementation, and enforcement of the Agreement.

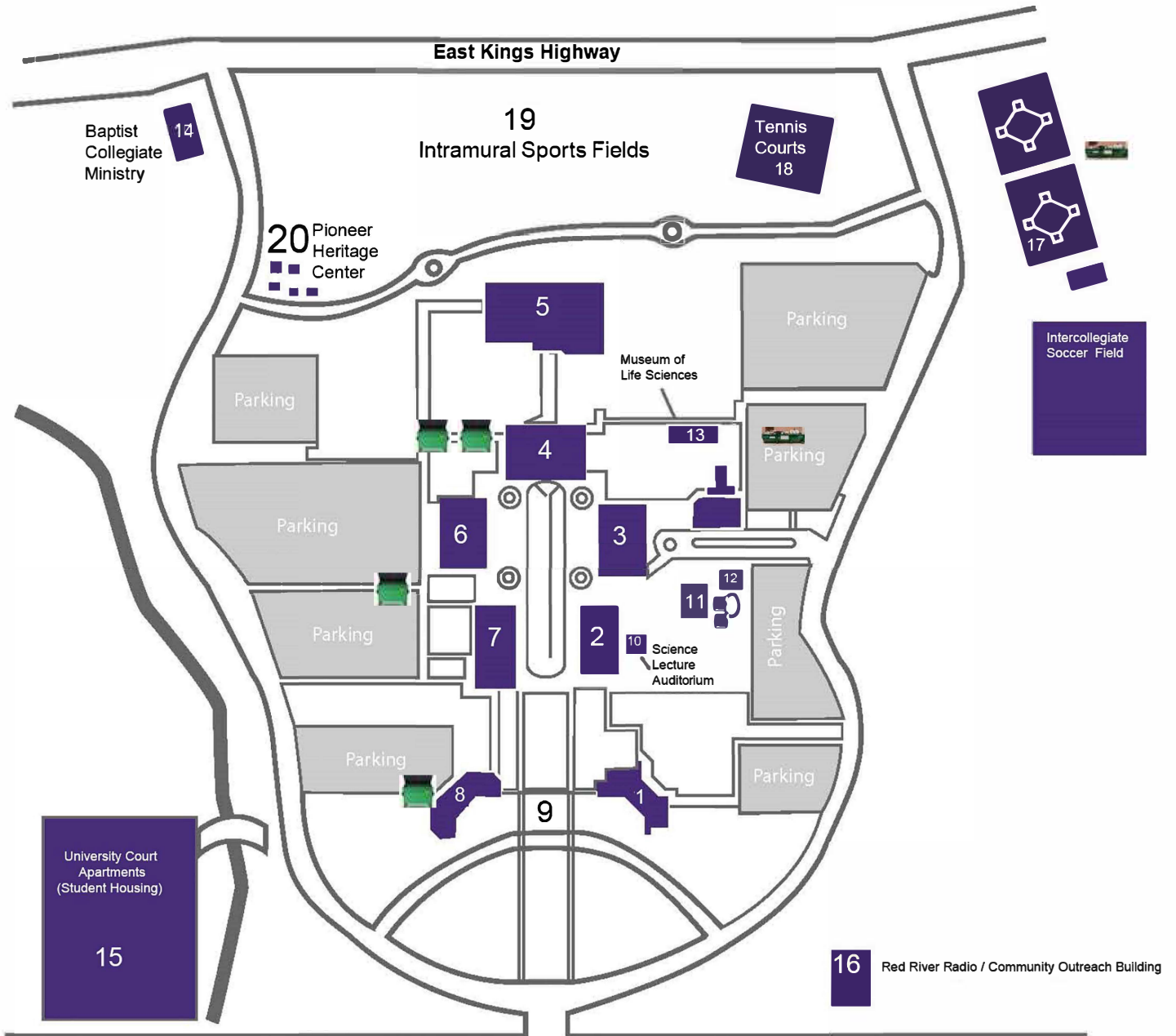
University/LSUS: Louisiana State University Shreveport is the entity responsible for generating waste that agrees to enter into an Agreement with a Supplier under the scope and terms.

White Goods: Discarded domestic and commercial appliances, such as refrigerators, ranges, freezers, washers, dryers, dishwashers, water heaters, etc.

Waste Material: All nonhazardous Solid Waste generated at University dwellings and on University grounds. Waste Material shall not include any Excluded Waste.

Woody Waste: Solid waste comprised of grass clippings, shrubs, tree cuttings, branches, and other organic wastes resulting from lawn care and gardening.

LSUS



Youree Dr. / LA Hwy. 1 (8500 Block)

- 1 - Administration Building
- 2 - Science Building
- 3 - Technology Center & Bookstore
- 4 - University Center
- 5 - Health & Physical Education
- 6 - Business & Education
- 7 - Bronson Hall
- 8 - Noel Memorial Library / Student Success Center
- 9 - Circle Of Excellence Plaza
- 10 - Science Lecture Auditorium
- 11 - Central Utility Plant

Millicent Way

- 12 - Physical Plant / Facility Services
- 13 - Museum Of Life Sciences
- 14 - Baptist Collegiate Ministry
- 15 - Pilots Pointe Apartments / Student Housing
- 16 - Red River Radio / Community Outreach Building
- 17 - Pilot Baseball Field
- 18 - Tennis Courts
- 19 - Intramural Sports Fields
- 20 - Pioneer Heritage Center
- 21 - Red River Watershed Management Institute

Pilots Pointe Apartment Dumpster Locations Exhibit "B"



Location of Dumpsters at Pilots Pointe Apartments
12/2025

■ Location of 30 yd roll off dumpster at PPA

● Location of 8 yd dumpster at PPA

Bing Maps was used to create map.

LSU TERM CONTRACT – TERMS & CONDITIONS

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

1. Scope of Contract

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

2. Initial Contract Period

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

3. Contract Renewals/Extensions

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

4. Estimated Quantities

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

5. Firm Pricing

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

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

6. Insurance Requirements

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

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

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

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

8. Supplier Non-Performance

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

9. Contract Amendments

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

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

10. Price Reductions

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

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

11. Product Substitutions

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

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

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

12. Right to Add Department/Campus Users

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Supplier shall honor all such purchase orders.

13. Non-Exclusivity

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

14. Contract Usage Report

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

15. Contract Evaluation

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

16. Termination for Non-Appropriation of Funds

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

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

17. Termination for Convenience

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

18. Contract Documents

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

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



Insurance Minimum Limits and Requirements for Standard Contractor/Vendor Agreements

INSURANCE

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below minimum limits. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements. Therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

Workers' Compensation

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Contractor/vendor is exempt from workers' compensation or fails to provide appropriate coverage, then the Contractor/vendor is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

Commercial General Liability (CGL)

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000 on ISO form number CA 00 01 or equivalent. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

Excess Insurance

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

Other Insurance Requirements

Additional Insured Status

The University is to be listed as an Additional Insured on the Commercial General Liability (must use an endorsement at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms with edition date 2004 if later revisions used). See *Verification of Coverage* section on how the University should be listed as an Additional Insured.

Waiver of Subrogation/Recovery

All insurances shall include a waiver of subrogation/recovery in favor of the University.

Primary Coverage and Limits of Insurance

For any claims related to work performed for or on behalf of the University or related to an agreement/purchase order, the contractor/vendor's insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the Contractor/vendor's insurance and shall not contribute with it.

Subcontractors

Subcontractors of the Contractor/vendor shall be subject to all of the requirements stated herein. Contractor/vendor shall include all subcontractors as insureds under its policies or shall be responsible for verifying insurance coverages and limits and maintaining Certificates of Insurance for each subcontractor. The University reserves the right to receive from the Contractor/vendor copies of subcontractors' certificates.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions above \$25,000 must be approved by the University or reduced prior to the commencement of work. The University may require the Contractor/vendor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

Verification of Coverage

The University shall be listed as Additional Insured and Certificate Holder as follows:

**The Board of Supervisors of Louisiana State
University and Agricultural & Mechanical College
213 Thomas Boyd Hall
Baton Rouge, LA 70803**

Certificates of Insurance shall be furnished to the University evidencing the insurance required herein including amendatory endorsements. The University's failure to obtain the required documents prior to the work beginning or acceptance of a non-compliant certificate shall not waive the Contractor/vendor's obligation to have in place the required insurances or to provide the certificate. The University reserves the right to require certified copies of all the insurance policies, including endorsements.

Special Risks or Circumstances

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



Insurance Minimum Limits and Requirements for Standard Supplier Agreements (no services to be performed)

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below insurance. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements; therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

Workers' Compensation

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Supplier is exempt from workers' compensation then the Supplier is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

Commercial General Liability (CGL)

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

Excess Insurance

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

Other Insurance Requirements

Additional Insured Status

The University is to be listed as an Additional Insured on the Commercial General Liability policy.

Primary Coverage

For any claims related to an agreement/purchase order, the suppliers' insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the supplier's insurance and shall not contribute with it.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

Special Risks or Circumstances

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.