


INVITATION TO BID		BID DUE DATE AND TIME
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		07/21/2026 11:00 AM CT
SOLICITATION RFQ-0000002847 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>	RETURN BID TO <p style="text-align: center;">lsubids@lsu.edu</p> <p>Buyer Sharday Warner Mckinley Buyer Phone Buyer Email swarner@lsu.edu Issue Date 06/18/2026</p>	
TITLE: UREC and Lab School HVAC System Maintenance - Term Contract		
<p style="text-align: center;">To Be Completed By Supplier</p> <ol style="list-style-type: none"> 1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. <p style="text-align: center;">General Instructions to Suppliers</p> <ol style="list-style-type: none"> 1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. 		
SUPPLIER NAME	MAILING ADDRESS	
AUTHORIZED SIGNATURE	CITY, STATE ZIP	
PRINTED NAME	PHONE #	
TITLE	FAX #	
E-MAIL	FEDERAL TAX ID #	

SOLICITATION RFQ-0000002847

DUE DATE 07/21/2026

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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.

SOLICITATION RFQ-000002847

DUE DATE 07/21/2026

DUE TIME 11:00:00 AM

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

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

1. Supplier Enrollment

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

2. Bid Delivery and Receipt

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

3. Bid Forms

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

4. Interpretation of Solicitation/Supplier Inquiries

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

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

5. Bid Addenda

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

6. Bid Opening

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

7. Special Accommodations

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

SOLICITATION RFQ-000002847

DUE DATE 07/21/2026

DUE TIME 11:00:00 AM

8. Standards of Quality

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

9. New Products/Warranty/Patents

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

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

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

10. Descriptive Information

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

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

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

12. Taxes

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

13. Terms and Conditions

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

14. Supplier Forms/LSU Signature Authority

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

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

15. Awards

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

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

SOLICITATION RFQ-000002847

DUE DATE 07/21/2026

DUE TIME 11:00:00 AM

16. Acceptance of Bid

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

17. Applicable Law

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

18. Awarded Products/Unauthorized Substitutions

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

19. Testing/Rejected Goods

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

20. Delivery

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

21. Default of Supplier

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

22. Supplier Invoices

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

23. Delinquent Payment Penalties

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

24. Assignment of Contract/Contract Proceeds

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

25. Right to Piggyback

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

26. Contract Cancellation

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

27. Prohibited Contractual Arrangements

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

SOLICITATION RFQ-000002847

DUE DATE 07/21/2026

DUE TIME 11:00:00 AM

28. Equal Employment Opportunity Compliance

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

29. Mutual Indemnification

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

30. Certification of No Suspension or Debarment

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

31. Right to Audit

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

32. Data Privacy

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

SOLICITATION RFQ-0000002847

DUE DATE 07/21/2026

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<p>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Facility Svcs 70 Engineering Ln Baton Rouge, LA 70803</p>					
1	All or None UREC Preventative Maintenance	12	Month	\$ _____	\$ _____
2	All or None HVAC Standard Technician - After Hours/ Emergency Call Out Labor Rate	10	Hour	\$ _____	\$ _____
3	All or None Lab School Preventative Maintenance	12	Month	\$ _____	\$ _____
4	All or None HVAC Standard Technician - Normal Business Hours Labor Rate	50	Hour	\$ _____	\$ _____



Office of Facility Services Term Contract HVAC Preventative Maintenance for LSU UREC and Lab School

Scope of Work

These specifications outlined below describe our need for supplemental maintenance of the heating, ventilation, and air conditioning (HVAC) equipment at the Louisiana State University Student Recreation Complex (UREC) located at 102 Student Recreation Complex, Baton Rouge, LA 70803 and the University Lab School located at 45 Dalrymple Drive, Baton Rouge, LA 70803.

This is not a full-service replacement contract. It is intended to provide all preventative maintenance duties for the equipment, including filter replacement (see Appendix A), as well as all labor hours needed to cover any additional repairs and/or call outs requested beyond the scope of preventative maintenance by LSU.

This service contract includes, but is not limited to the following items:

- Preventive maintenance inspections and testing of all HVAC components to maintain optimal operating condition and efficiency. Includes repair or replacement of all preventative maintenance components as needed (Including, but not limited too, belt changes and filters). See Preventative Maintenance Equipment Tasking list.
- Labor hours for additional repairs and/or call outs requested by LSU for a standard HVAC technician to cover any maintenance/repairs on HVAC equipment beyond the scope of preventative maintenance during normal business hours.
- After Hours/Emergency call out labor rate for any repairs on HVAC equipment beyond the scope of preventative maintenance outside of normal business hours. LSU will not be responsible for additional labor charges beyond what is quoted in this solicitation.

The Supplier is required to maintain a point of contact for service twenty-four (24) hours per day, seven (7) days per week, including holidays.

When inspecting, testing, or servicing HVAC equipment, the Supplier must adhere to all manufacturers' recommendations. Appendix B and Appendix C includes a list of all equipment to be serviced at the above-mentioned locations. If new equipment not listed in Appendix B or Appendix C is purchased for the above-mentioned locations, the Supplier will be consulted prior to the purchase to assess service capabilities. The Supplier will be provided manufacturer recommendations on the newly acquired equipment and must assume responsibility for semi-annual inspections and on-call servicing.

Contract Specifications

Exclusions

1. For **Lab School** only, **AHUs** located in the buildings are **NOT included**. (Plant Only)
2. Insulation or piping to and from building is **NOT** included; however, this contract does include the labor for insulation or piping between chillers, piping and valves, pumps, and cooling towers. Supplier takes ownership at unit utility connection.
3. For UREC only, pool pumps, filters, and other miscellaneous pool equipment are **NOT** included.
4. Replacement parts and components covered under the preventative maintenance scope of work shall be included in the pricing of this contract. Any parts or components needed for repair that fall outside of manufacturer recommended preventative maintenance guidelines will be handled separately from this contract.

Semi-Annual Preventative Maintenance Inspection and Testing

The Supplier's responsibility is to conduct the appropriate preventative maintenance inspections and testing on all HVAC equipment and perform all work necessary to assure a complete, dependable, and operational system. The Supplier must adhere to all manufacturers' recommendations. Typical activities for the semi-annual HVAC preventative maintenance inspections and testing include but are not limited to:

- INSPECTING for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam; water; oil and/oil refrigerant leaks, etc.
- CLEANING coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.
- ALIGNING belt drives; drive couplings; air fins, etc.
- CALIBRATING safety controls; temperature and pressure controls, etc.
- TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.
- LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.
- PAINTING, for corrosion control, as directed by our scheduling system and on an as-needed basis
- TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water conditions; flue gas analysis; safety controls; combustion and draft crankcase heaters; controls system(s), etc.

Contract Specifications

SPECIAL NOTE: The Supplier is to abide by all refrigerant laws in place at the time of service. Neither Louisiana State University nor any of its employees will assume responsibility for the Supplier's non-compliance.

SPECIAL NOTE: This agreement **INCLUDES** monthly filter changes. MERV 8 or higher quality filters must be used. Monthly filter changes are required on 100% outside air/makeup air units. Please include the date of the filter change on any service reports.

SPECIAL NOTE: This agreement **INCLUDES** water treatment for the equipment. Water treatment reports must be provided weekly to designated LSU contact.

For the purposes of this solicitation, the following hours are defined:

Normal Business Hours: (Monday through Friday, 7:00 a.m. to 4:30 p.m. CT; excluding LSU holidays)

After Hours: All other hours that fall outside of normal business hours. After Hours includes LSU Holidays.

Scheduling for semi-annual inspections and testing must be coordinated with LSU or their designee. Scheduling shall take place at the start of each month during normal business hours, unless authorized by LSU or their designee. The Supplier shall be free to start and stop all primary equipment and incidentals to the heating and air conditioning systems by mutual agreement between the Supplier and LSU or their designee. The Supplier will furnish a detailed estimate of downtime for all major repairs.

Emergency/After Hours Labor:

The Supplier will make call outs for emergency/after hour services for HVAC equipment located at the LSU UREC and Lab School locations. Emergency/After Hours service call outs will be rendered at the agreed upon hourly labor rate.

The Supplier will be contacted by LSU or their designee when a problem has been identified. Response time shall not exceed two (2) hours unless prior approval is given by LSU or their designee.

After Hours are those hours that fall outside of the normal business hours.

Scheduled After Hours Work:

If service is scheduled by LSU after normal business hours, the Supplier must make arrangements to meet with LSU or their designee prior to beginning work. The Supplier must meet again with LSU or their designee once work is complete to perform completion walkthroughs, if necessary. The Emergency/After Hours labor rate will be utilized.

Contract Specifications

LSU Campus Check-In and Check-Out Procedures

Normal business hours: If service is scheduled during normal business hours, the Supplier must report to the lobby of the UREC or front office of Lab School to check-in and meet with LSU or their designee. The Supplier must meet again with LSU or their designee once work is complete to perform completion walkthroughs, if necessary.

Non-Mandatory Pre-Bid Meeting

See Appendix C of this solicitation for the non-mandatory pre-bid meeting information.

Site Access, Staging, and Parking

The Supplier shall be permitted access to the site at LSU's convenience. LSU shall designate areas for material storage and parking. The maintenance operations of the Supplier may not cause any obstruction to the free flow of traffic on the site without the prior approval of LSU. The Supplier shall be responsible for any associated parking fees and permits. Additional information about parking can be found on the LSU Parking website, <https://www.lsu.edu/parking/index.php>.

Supplier Qualifications

The Supplier shall be a licensed commercial contractor in the state of Louisiana **with the classification of Mechanical Work (Statewide)**. A general contractor's license will NOT be acceptable. It is preferred that the Supplier have a minimum of five (5) years of experience as a licensed commercial contractor in the state of Louisiana. Proper licensure will be verified by the University prior to award. License must be active at the time of bid submission. **Failure to possess this license shall result in rejection of your bid.**

List Louisiana Contractor's License number below:

Warranty Clause

The Supplier will be responsible for providing the manufacturer's standard warranty on all parts installed and labor performed.

Safety

The Supplier shall at all times be responsible for ensuring the safety of all occupant's work, workers or equipment. They shall be further responsible for the erection of any barricades to reduce such injury or damage.

Written Reports

The Supplier shall provide LSU personnel with a written report of all work performed for each inspection, repair or call outs. The Supplier shall provide an annual inspection checklist of all the equipment listed in Appendix B and Appendix C. A checklist developed by the Supplier and approved by LSU, may be submitted in place of the manufacturer's checklists. The Supplier shall submit these reports no later than the Monday following the date of service. Invoices for services will not be paid until these reports have been submitted and accepted by LSU.

Contract Specifications

Award

Award to be made on an “all or none” basis. It is the intent of the University to award all items on an all-or-none basis to the overall lowest responsive and responsible supplier.

Invoices

The Supplier will be paid monthly throughout contract duration. All invoices related to this contract must be submitted prior to the end of the current term dates. For labor hours, Supplier will include a report that will outline the number of hours worked and work order number, as well as the location serviced. LSU will pay in accordance with Louisiana R.S. 39:1695. Please submit invoices in a timely manner to allow payment to be made on a **NET 30** basis prior to PO expiration for the current fiscal year.

Preventative Maintenance Equipment Tasking

As part of this contract, Supplier will provide the following manufacturer recommended service on corresponding equipment including but not limited to:

- Semi-Annual and Annual Maintenance on Cooling Tower and Pumps.
- Monthly (M), Quarterly (Q), Semi-Annual (S) and Annual (A) Maintenance on Chillers.
- All other OEM recommended PM tasks including replacing filters in applicable VFD's.
- Equipment mistakenly missed from the inventory list is **still included** in the contract. LSU is providing all information to our knowledge of the equipment available. All VFDs, Starters, Relays and Electrical Components are included in the AHU, Pump, Chiller, etc.

Chillers, Water Cooled	
M	Check unit for proper operation
M	Check oil level, add oil as necessary
M	Check oil temperature
M	Check dehydrator or purge systems; remove water if observed in sight glass
M	Run system control test
M	Check refrigerant charge/level, add as necessary
M	Check compressor for excessive noise/vibration
S	Check sensor and mechanical safety limits; replace as necessary
A	Clean dehydrator float valve
A	Perform spectrochemical analysis of compressor oil; replace oil as necessary
A	Replace oil filters and add oil as necessary
A	Inspect cooler and condenser tubes for leaks, clean screens as necessary
A	Inspect utility vessel vent piping and safety relief valve; replace as necessary
A	Inspect/Clean the economizer (vane), gas line damper valve and actuator arm
M	Clean around equipment
M	Document all maintenance and cleaning procedures
Cooling Towers, Water	
S	Check with user for deficiencies
S	Check operation of unit for water leaks, noise or vibration

Contract Specifications	
S	Clean and inspect hot water basin
S	Remove access panel and check electrical wiring and connections, make necessary adjustments
S	Lubricate all motor and fan bearings
S	Check fan blades or blowers for imbalance and tip clearance
S	Check belt for wear, tension and alignment; adjust as required
S	Drain and flush cold water sump and clean strainer
S	Clean inside of tower using hose; scrape, brush and wipe as required; removed heavy deposits
S	Refill with water, check make-up water assembly for leakage, adjust float as needed
S	Replace access panel
S	Remove, clean and reinstall conductivity and ph electrodes in water treatment systems
S	Inspect and clean around cooling tower
S	Document all maintenance and cleaning procedures
Air Handling Units, Split Systems, and Ventilation Items	
Q	Check with appropriate customer representative for operational deficiencies
Q	Visually inspect damper(s)
Q	Check condition of pulleys and belts
Q	Check for proper fan operation
A	Clean coils
Q	Change filters
Q	Record temperatures and pressures (if applicable)
Q	Check for unusual noise and vibration
Q	Check for deterioration of gaskets and seals
Q	Check overall condition of unit
Q	Visually inspect for fluid leaks of coils and connecting piping
Q	Check starter/contactors
Q	Check and tighten electrical connections
Q	Check damper operation and lubricate as required
Q	Visually check control valve(s)
Q	Lubricate blower, shaft, and motor bearings
Q	Clean condensate pan and clear drain line
Q	Check condition of blower assembly
Q	Remove and dispose any debris from all maintenance activity
Q	Document all maintenance and report any observations to customer representative

Contract Specifications

Appendix A

FILTER LIST

Equipment Type	Location	Room	QTY	Size
Make Up Air (MUA 1)	UREC	RM 202	12	20x24x2
Make Up Air (MUA 1)	UREC	RM 202	3	20x20x2
Make Up Air (MUA 1)	UREC	RM 202	36	16x20x2
Make Up Air (MUA 2)	UREC	RM 218	12	24x24x2
Air Handler (AHU 9888)	UREC	RM 139A	12	20x20x2
Air Handler (AHU 3R)	UREC	RM 218	40	12x24x2
Air Handler (AHU 9)	UREC	RM 218	24	12x24x2
Air Handler (AHU 1)	UREC	RM 102	60	12x24x2
Air Handler (AHU 4)	UREC	RM 202	16	16x20x2
Air Handler (AHU 4)	UREC	RM 202	32	20x24x2
Air Handler (AHU 5)	UREC	RM 202	24	20x24x2
Air Handler (AHU 5)	UREC	RM 202	6	16x20x2
Air Handler (AHU 5 10202)	UREC	RM 245A	16	16x20x2
Air Handler (AHU 5 10202)	UREC	RM 245A	12	20x20x2
Air Handler (AHU 4)	UREC	RM 245A	12	16x20x2
Air Handler	UREC	Gym Court	30	16x20x2
AHU	River Road		1	20x20x1
AHU	River Road		2	20x24x1
AHU	Pool House		1	20x20x1

Appendix B

HVAC Equipment List for UREC, Clubhouse by UREC Tennis Courts, and River Road Complex

UREC PLANT EQUIPMENT ITEM #1

Chiller	CH-1	York	700 Tons
Chiller	CH-2	York	700 Tons
Cooling Tower (cell one)	CT-1	BAC	4000 GPM / 20M Heat Rej
Cooling Tower (cell two)	CT-2	BAC	
Freon Detection			Freon Sensor in Plant
*NOTE: ALL VFDS and STARTERS WILL ALSO BE COVERED PER THE CONTRACT			
Centrifugal Belt Drive	EF-9 (Plant Exhaust)	¾ HP	4000 CFM
Centrifugal Belt Drive	REF-1	¾ HP	4000 CFM
Centrifugal Belt Drive	SF-1 (Refrigerant Evac)	½ HP	4000 CFM
Centrifugal Belt Drive	SF-2 (Generator Vent)	½ HP	4000 CFM

Contract Specifications

UREC INDOOR AIR HANDLERS ITEM #2

Air Handler (BB Courts)	AHU-6	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-7	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-8	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-9	Marley(7000 CFM)	Indoor Lift Required
Air Handler (BB Courts)	AHU-10	Marley(7000 CFM)	Indoor Lift Required
Air Handler (Indoor Pool)	AHU-1	10,000 CFM	
Air Handler (Room 114B)	AHU-3	15,000 CFM	
Air Handler (Room 221)	AHU-4	13,000 CFM	
Air Handler (Room 221)	AHU-5	18,000 CFM	

UREC INDOOR AIR HANDLERS ITEM #3

Air Handler	AHU-1		50,000 CFM
Air Handler	AHU-2		12,400 CFM
Air Handler	AHU-3		30,000 CFM
Air Handler	AHU-4		50,000 CFM
Air Handler	AHU-5		25,000 CFM
Air Handler	AHU-6		25,000 CFM
Air Handler	AHU-7		25,000 CFM
Air Handler	AHU-8		25,000 CFM
Air Handler	AHU-9		15,000 CFM

UREC VENTILATION ITEM #4

Inline Direct Drive	EF-1,2,6,7	1/6 HP	750 CFM
Inline Direct Drive	EF-3 (Room 122F)	1/6 HP	400 CFM
Inline Belt Drive	EF-4 (Room 122E)	1 HP	4200 CFM
Inline Belt Drive	EF-5 (Room 193)	¼ HP	1200 CFM
Inline Direct Drive	EF-10	1/6 HP	800 CFM
Centrifugal Belt Drive	EF-11 (Existing RR)	1 HP	4850 CFM
Centrifugal Direct Drive	EF-12 (Restroom)	1/20 HP	150 CFM
Centrifugal Belt Drive	PEF-1 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-2 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-3 (Pool chem exhaust)	1/6 HP	800 CFM
Centrifugal Belt Drive	PEF-4 (Pool chem exhaust)	1/6 HP	800 CFM
MAU #1	Make-up Air Unit		
MAU #2	Make-up Air Unit		

Contract Specifications

TENNIS CLUBHOUSE ITEM #5

Exhaust Fan - 1	Loren Cook Company		Model 120SDB
Outdoor Condensing Unit	Rheem/Ruud	5 ton	Split System
Indoor Air Handler	Rheem/Ruud	5 ton	Split System

UREC RIVER ROAD COMPLEX UNITS ITEM #6

5 Ton DX Split System	Trane	5 Ton	River Road Fields
2 Ton Heat Pump Split System	HP-1	2 Ton	River Road Fields
5 Ton Heat Pump Split System	HP-2	5 Ton	River Road Fields
Exhaust Fan	EF-1,2		River Road Fields
Electric Unit Heater	EUH-1		River Road Fields
Ceiling Mounted Electric Heaters	EH-1,2,3,4		River Road Fields

Appendix C

HVAC Equipment List for University Lab School

<u>Chill Water System</u>			
Daikin Centrifugal Chiller	2018	300 Tons	C-1
Daikin Centrifugal Chiller	2018	400 Tons	C-2
Trane Chiller	2010	400 Tons	C-3
Marley Cooling Tower	2010	800 Tons (2 cell)	CT-1
Marley Cooling Tower	2010	400 Tons	CT-2
<i>*Marley Cooling Tower</i>	<i>Spare Motor</i>		

LSU Office of Facility Services Term Contract
HVAC Preventative Maintenance for LSU UREC and Lab School
Appendix C – Non-Mandatory Pre-Bid Meeting

A non-mandatory pre-bid meeting will be held on **Tuesday, July 7th, 2026 at 10:00AM CST**. **Please meet in the main lobby of the LSU UREC building located at 102 Student Recreation Complex, Baton Rouge, LA 70803**. An LSU Facility Services representative will be waiting in the lobby to conduct the meeting.

Suppliers should contact Stefanie Kirkwood at 225-578-3407 for directions to the non-mandatory pre-bid meeting, if needed. **Any questions resulting from the non-mandatory pre-bid meeting should be submitted via email to [Sharday W. Mckinley](mailto:Sharday.W.Mckinley@lsu.edu) at swarner@lsu.edu.**

Note: Suppliers should reference the equipment tasking list, Appendix A, B and C, in addition to the Special Terms & Conditions sections of this solicitation for additional important information.

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.