



**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER**

STRAINERS

ITB # 002996

Invitation to Bid

LSUHSC New Orleans



BIDS WILL BE PUBLICLY OPENED:

July 31, 2026

02:00 PM

VENDOR NO. :
SOLICITATION : 002996
OPENING DATE : 07/31/2026

Return Sealed Bid to:
Purchasing Department

BUYER : Malter, Mark Wade
BUYER EMAIL : mmalte@lsuhsc.edu
BUYER PHONE :
DATE ISSUED : 07/10/2026
REQ. NO :
FISCAL YEAR : 0

Strainers Sealed Bid Request

To be Completed by Vendor:

BUSINESS NAME _____
ADDRESS _____
TAX ID NUMBER _____

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

INSTRUCTION TO BIDDERS

1. READ THE ENTIRE BID (INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS).

DIVERSE SUPPLIER

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

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

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

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

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

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

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

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

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:

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

8. IMPORTANT:

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

9. SIGNATURE AUTHORITY:

SUBMIT EVIDENCE WITH THE BID OR UPON REQUEST

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

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

(A) THE SIGNATURE ON THE BID IS THAT OF ANY CORPORATE OFFICER LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE, OR THE SIGNATURE ON THE BID IS THAT OF ANY MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM LISTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE.

(B) THE SIGNATURE ON THE BID IS THAT OF AN AUTHORIZED REPRESENTATIVE OF THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY AND THE BIDDER SUBMITS OR PROVIDES UPON REQUEST A CORPORATE RESOLUTION, CERTIFICATION AS TO THE CORPORATE PRINCIPAL, OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY, INCLUDING REGISTRATION ON AN ELECTRONIC INTERNET DATABASE MAINTAINED BY THE PUBLIC ENTITY.

(C) THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY HAS FILED IN THE APPROPRIATE RECORDS OF THE SECRETARY OF STATE IN WHICH THE PUBLIC ENTITY IS LOCATED, AN AFFIDAVIT, RESOLUTION, OR OTHER ACKNOWLEDGED OR

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

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

10. INQUIRIES:

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

11. BID FORMS:

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

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

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

12. STANDARDS OR QUALITY:

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. LSUHSC RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED ITEMS FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF THE ITEM FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE ITEM IS IN COMPLIANCE, COST OF ALL TESTS WILL BE PAID BY LSUHSC.

13. DESCRIPTIVE INFORMATION:

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

14. BID OPENING:

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

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WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED. 15. AWARDS: AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED, OR ON AN ALL OR NONE BASIS , AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES. 16. PRICES: UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION. 17. TAXES: VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES. 18. NEW PRODUCTS: UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. 19. CONTRACT RENEWALS: UPON AGREEMENT OF LSUHSC AND THE CONTRACTOR , A TERM CONTRACT MAY BE EXTENDED FOR 4 (FOUR) ADDITIONAL 12 MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS. RS 39:1615 20. CONTRACT CANCELLATION: TERMINATION FOR NONCOMPLIANCE: LSUHSC HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION , CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT. FURTHER, LSUHSC MAY TERMINATE THIS CONTRACT FOR CAUSE BASED UPON THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE CONTRACT; PROVIDED THAT LSUHSC SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE EITHER CORRECTED SUCH FAILURE OR, IN THE CASE WHICH CANNOT BE CORRECTED IN THIRTY (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SAID FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN LSUHSC MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE CONTRACT SHALL TERMINATE ON THE DATE	

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

TERMINATION FOR CONVENIENCE:

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

TERMINATION FOR NON-APPROPRIATION OF FUNDS:

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

21. DEFAULT OF CONTRACT:

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

22. ORDER OF PRIORITY:

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

23. APPLICABLE LAW:

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

24. COMPLIANCE WITH CIVIL RIGHTS LAWS:

BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.

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25. SPECIAL ACCOMMODATIONS:

ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.

26. INDEMNITY:

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

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

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

28. CERTIFICATION OF NO SUSPENSION OR DEBARMENT:

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

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

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

29. FEDERAL CLAUSES (IF APPLICABLE):

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

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CLEAN AIR ACT: THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN WATER ACT, WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES. ENERGY POLICY AND CONSERVATION ACT: THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163) CLEAN WATER ACT: THE CONTRACTOR HERBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES. ANTI-LOBBYING AND DEBARMENT ACT: THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUTES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT. 30. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION 31. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (RS 12:163) AND LIMITED LIABILITY COMPANIES (RS 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A CONTRACT WITH THE STATE. 32. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS. 33. THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE PURCHASE OF THE GOODS AND OR SERVICES SPECIFIED HEREIN. SUBMITTAL OF ANY CONTRARY TERMS AND CONDITIONS MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING AND SUBMITTING A BID, VENDOR AGREES THAT CONTRARY TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN ITS BID ARE NULLIFIED AND AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THIS SOLICITATION. 34. VENDORS FORMS: THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ALLOWED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.	

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35. PUBLICIZING AWARDS:

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

36. PREFERENCE:

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

YES _____

SPECIFY THE LINE NUMBER (S) _____

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

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

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

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

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

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

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

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

Invitation to Bid

STANDARD TERMS & CONDITIONS

Page 9 of 10

NUMBER : 002996
OPEN DATE : 07/31/2026 TIME: 02:00 PM

BIDDER:

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

Invitation to Bid

PRICE SHEET		Page 10 of 10			
NUMBER : 002996 OPEN DATE : 07/31/2026 TIME: 02:00 PM		BIDDER:			
UNLESS SPECIFIED ELSEWHERE SHIP TO: 433 Bolivar St New Orleans LA 70112					
Line No.	Description	Qty	UOM	Unit Price	Extended Amount
1	Strainers Sealed Bid Request Specify brand, model bid(if applicable) Strainers Sealed Bid Request Due 7/31/2026	1.00	EA		

2026 STRAINERS & VALVES BID PRICE SHEET (Revised)

ANNUAL SERVICE

UNIT TYPE	SERVICE COST (PER UNIT)
STRAINER – Under 1" pipe diameter	\$ -
STRAINER – 1" to 4" pipe diameter	\$ -
STRAINER – 6" to 8" pipe diameter	\$ -
STRAINER – 10" to 12" pipe diameter	\$ -
Comprehensive Initial Assessment	

REPAIR SERVICE LABOR (AS-NEEDED)

PERSONNEL	RESPONSE LEVEL	HOURLY RATE
Technician - Straight Time Rate	Emergency	\$ -
Technician - Straight Time Rate	Urgent	\$ -
Technician - Straight Time Rate	Routine	\$ -
Technician - Straight Time Rate	Scheduled In Advance	\$ -
Technician - Overtime Rate	Emergency	\$ -
Technician - Overtime Rate	Urgent	\$ -
Technician - Overtime Rate	Routine	\$ -
Technician - Overtime Rate	Scheduled In Advance	\$ -
Technician - Holiday Rate	Emergency	\$ -
Technician - Holiday Rate	Urgent	\$ -
Technician - Holiday Rate	Routine	\$ -
Technician - Holiday Rate	Scheduled In Advance	\$ -
Helper - Straight Time Rate	Emergency	\$ -
Helper - Straight Time Rate	Urgent	\$ -
Helper - Straight Time Rate	Routine	\$ -
Helper - Straight Time Rate	Scheduled In Advance	\$ -
Helper - Overtime Rate	Emergency	\$ -
Helper - Overtime Rate	Urgent	\$ -
Helper - Overtime Rate	Routine	\$ -
Helper - Overtime Rate	Scheduled In Advance	\$ -
Helper - Holiday Rate	Emergency	\$ -
Helper - Holiday Rate	Urgent	\$ -
Helper - Holiday Rate	Routine	\$ -
Helper - Holiday Rate	Scheduled In Advance	\$ -

BID TOTAL

TOTAL: \$ -

FOR INFORMATION ONLY (not a consideration in awarding bid)

Provide the weekday time period that your company considers as overtime hours
(ex. 5 pm - 7 am?)

Special Conditions Bid #002996

Deadline for sealed bid submission will be Friday, JULY 31st, 2026 @ 12:00 PM

There will be a mandatory Pre-Bid meeting on Tuesday July 21st, 2026 @ 10:00am

SECTION 1 – BIDDING AND CONTRACT DOCUMENTS

1.1 Definitions:

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

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

1.2 Interpretation of Documents and Prior Approvals:

If any person contemplating submitting a bid is in doubt of the meaning of any part of the specifications, plans or other proposed contract documents and/or desired approval of "or equal" products, they may submit to Mark Malter e-mail at MMALTE@LSUHSC.EDU a written request for an interpretation or prior approval not later than NOON on Thursday, April 30th, 2026. Any interpretation of documents and prior approvals will be made only by addendum duly issued and mailed or delivered to each bidder receiving a set of the plans and specifications. LSUHSC will not be responsible for any other explanations or interpretation of the specifications or proposed documents.

1.3 Pre-Bid Conference:

A mandatory Pre-Bid Conference will be held on Tuesday, July 21, 2026, beginning at 10:00 AM at the Allied Health/School of Nursing Building, room 138 (seminar room 1), 1900 Gravier Street, New Orleans, LA 70112. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements and intent of the contract and to receive comments and information from interested Bidders. **No questions will be accepted at the pre-bid meeting. All questions must be submitted in writing and will be answered via addendum.**

Attendance at the Pre-Bid Conference is required in order to submit a bid and failure to attend will be grounds for rejection of the bid. Anyone arriving 15 minutes after the start of the meeting will be disqualified from the bid. A representative of LSUHSC will have a sign-in sheet to verify the site visit. All bidders must visit the site to determine the scope of the job.

No allowances for previously existing site conditions will be made after the bid. It is the responsibility of the bidder to thoroughly inspect the site to determine any and all factors, which will affect the bid.

Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum.

1.4 Bidder's Representation:

Each Bidder by his bid represents the following:

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

1.5 Bidding Procedure & Bid Submission:

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

These documents must be included with the bid:

1. INVITATION TO BID
2. BID PRICE SHEET
3. ATTACHMENT A - CERTIFICATION STATEMENT
4. ATTACHMENT B - INDEMNIFICATION AGREEMENT
5. ATTACHMENT C - EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
6. ATTACHMENT D – AFFIRMATIVE ACTION COMPLIANCE
7. CERTIFICATE OF LIABILITY INSURANCE
8. ADDENDA REQUIRING A SIGNATURE (if any are issued)

All bids are due by 12:00 PM, Friday, July 31st, 2026, at 433 Bolivar Street, Room 623 (Purchasing Department), New Orleans, LA 70112. **Late bids will not be accepted, and will be returned unopened.** It is the bidder's responsibility to make sure bids are delivered before the bid opening. Fax or e-mail bids will not be accepted. Delays by mail, traffic, or any other reason will be at the bidders own risk. The bid package must be delivered at the Bidder's expense to:

Mark Malter – Senior Buyer
Louisiana State University Health Sciences Center – New Orleans
433 Bolivar Street, Room 623
New Orleans, LA 70112
Phone: (504) 568-2947

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

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

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

1.6 Minimum Insurance Requirements:

Selected bidder(s) shall maintain the following minimum insurance coverage throughout the duration of the contract:

- Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
- Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

A Certificate of Liability Insurance must be provided with bid. For further insurance requirements and provisions, see Attachment E – Insurance Requirements.

1.7 Calendar of Events:

<u>Event</u>	<u>Date</u>
ITB Announcement	July 10th, 2026
Pre-Bid Conference (Mandatory) (10:00 AM)	July 21st, 2026
Written Inquiry Deadline (12:00 Noon)	July 24th, 2026
Issue Responses to Provider Inquiries	July 28th, 2026
Bid Submission Deadline (2:00 PM)	July 31st, 2026
Bid Award & Notification	August 4th, 2026

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

1.8 Compliance with Applicable Laws and Regulations:

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

1.9 Resolving Contract Disputes:

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

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

ATTACHMENT A: CERTIFICATION STATEMENT

OFFICIAL CONTACT. The State requires that the Provider designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: (____) _____

C. US Mail Address: _____

D. Telephone Number: _____

Provider certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Provider certifies that:

- (1) The information contained in its response to this RFQ is accurate;
- (2) Provider warrants that, to the best of his/her/its knowledge and belief, there are no relevant facts which could give rise to organizational conflicts of interest or that the Provider has disclosed all potential or actual organizational conflicts of interest. The Provider agrees that if it becomes the Selected Provider and an organizational conflict of interest with respect to this contract is then discovered, an immediate and full disclosure in writing shall be made to the LSUHSC-NO which shall include a description of the action which the Provider has taken or will take to avoid or mitigate such conflicts. In the event that the successful Provider knowingly failed to disclose a conflict, LSUHSC-NO may immediately terminate the contract for default. Provider certifies that its personnel, who perform work under this contract, have been informed of their obligations to report personal and organizational conflicts of interest to the Provider. The term of this prohibition shall endure for the entire period of this contract and for two (2) years thereafter.
- (3) Provider complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the deliverables specified therein;
- (4) Provider accepts the procedures, contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- (5) Provider's quote is valid for at least ninety (90) days from the date of Provider's signature below;
- (6) Provider understands that if selected as the successful Provider, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Provider's Authorized Representative

DATE

ATTACHMENT B - INDEMNIFICATION AGREEMENT

The Selected Provider/Subservice provider agrees to protect, defend, indemnify, save, and hold harmless LSUHSC-NO, State of Louisiana, all State Departments, Boards, and Commissions, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Selected Provider/Subservice provider, its agents, servants, and employees or any and all costs, expense, and/or attorney fees incurred by Selected Provider/Subservice provider, as a result of any claims, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of LSUHSC-NO, State of Louisiana, all State Departments, Boards, Commissions, its agents, representatives, and/or employees. Selected Provider/ Subservice provider agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if any such claim, demand, or suit is groundless, false, or fraudulent.

LSUHSC-NO shall not be responsible or held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Selected Provider or any of the Selected Provider's agents, servants, or employees, even if such equipment is furnished by LSUHSC-NO to the Selected Provider. The acceptance or use of any such equipment by the Selected Provider shall be construed to mean that the Selected Provider accepts full responsibility for, and agrees to indemnify and to defend LSUHSC-NO against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage or injury is to an employee, agent, or servant, or the property of the Selected Provider, other service providers or subservice providers, LSUHSC-NO, or other persons.

Accepted by: Company _____

Name _____

Signature _____

Title _____

Date _____

Is Certificate of Insurance Attached? _____ Yes _____ No

ATTACHMENT C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

As required by U.S. Labor Department, Office of Federal Contract Compliance, Section 60-1.4.

During the performance of this contract, the successful bidder (service provider or vendor) agrees as follows:

- (1) The Service provider will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Service provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Service provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting offer setting forth the provision of this non-discrimination clause.
- (2) The Service provider will, in all solicitations or advertisements for employees placed by or on behalf of the Service provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Service provider will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Service provider's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Service provider will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Service provider will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access of his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Service provider's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Service provider may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Service provider will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subservice provider or vendor. The Service provider will take such action with respect to any subcontract or purchase order as the contracting agency may use direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Service provider becomes involved in, or is threatened with, litigation with the subservice provider or vendor as a

result of such direction by the contracting agency, the Service provider may request the United States to enter into such litigation to protect the interests of the United States.

Assurance

The bidder (offeror or applicant) assures Board of Supervisors of Louisiana State University and Agricultural and Mechanical College that he does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder (offeror or applicant) understands that the phrase "segregated facilities" includes facilities which are in fact segregated on a basis of race, color, creed, or national origin, because of habit, local custom, or otherwise. The bidder (offeror or applicant) understands and agrees that maintaining or providing segregated facilities for his employees or permitting his employees to perform their services at any locations, under his control, where segregated facilities are maintained is a violation of the equal opportunity clause required by Executive Order 11246 of September 24, 1965.

The bidder (offeror or applicant) further understands and agrees that a breach of the assurance herein contained subjects him to the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of equal opportunity clause enumerated in contract between Board of Supervisors of Louisiana State University and Agricultural and Mechanical College and bidder (offeror or applicant).

Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. Section 1001.

Vendor

By:

Name and Title

(must be signed by an authorized Executive Official)

Date:

ATTACHMENT D: AFFIRMATIVE ACTION COMPLIANCE

(a) **REQUIREMENTS OF PROGRAMS.** In accordance with Section 60-1.4 of Chapter 60 of Title 41 of the Code of Federal Regulations, as amended, the Seller shall develop and shall require each of its lower-tier subservice providers hereunder who has 50 or more employees and a subcontract of \$50,000 or more to develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities of utilization of minority group personnel. The Seller's and each of its nonexempt lower-tier subservice provider's programs shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and timetables for the prompt achievement of full and equal employment opportunity. The Seller and each of its nonexempt lower-tier subservice providers shall include in his affirmative action compliance program a table of job classifications. This table should include but not be limited to job titles, principal duties (and auxiliary duties if any), rates of pay, and where more than one rate of pay applies (because of length of time in job or other factors), the applicable rates. The affirmative action compliance program shall be signed by an executive official of the Seller or lower-tier subservice provider as the case may be.

(b) **UTILIZATION EVALUATION.** The evaluation of utilization of minority group personnel shall include the following:

- (1) An analysis of minority group representation in all job categories.
- (2) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
- (3) An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.

(c) **MAINTENANCE OF PROGRAMS.** Within 120 days from the commencement of the applicable purchase order of the lower-tier subcontract hereunder, the Seller and each nonexempt lower-tier subcontract hereunder shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representative of the agency or director upon request and the Seller's and each nonexempt lower-tier subservice provider's affirmative action program and the results it produces shall be evaluated as part of compliance review activities.

VENDOR:

BY:

(Must be signed by authorized executive official)

TITLE:

DATE:

ATTACHMENT E – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR SERVICE PROVIDERS

Service provider shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Service provider, his agents, representatives, employees, or subservice providers.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001). **“Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 “any auto” and endorsement CA 0025.
3. Workers’ Compensation Insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Service provider shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Worker’s Compensation limits as required by the Labor Code of the State of Louisiana and Statutory Employers Liability limits. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention's must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the University, its officers, officials, employees and volunteers; or the Service provider shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage

- a. The University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Service provider; products and completed operations of the Service provider, premises owned, occupied, or used by the Service provider. The coverage shall contain no special limitations on the scope of protection afforded to the University, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the University.
- b. The Service provider's Insurance coverage shall be primary insurance as respects the University, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the University, its officers, officials, employees or volunteers shall be excess of the Service provider's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University, its officers, officials, employees, Boards and Commissions, or volunteers.
- d. The Service provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Service provider for the University.

3. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the University.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of no less than A-:VI. This requirement will be waived for workers' compensation coverage only for those service providers whose workers'

compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool.

F. VERIFICATION OF COVERAGE

Service provider shall furnish the University with certificates of insurance effecting coverage required. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. The University reserves the right to require complete, certified copies of all required insurance policies, at any time.

ATTACHMENT F – Request For Supplier Diversity Certifications

Louisiana State University is committed to fostering innovation and entrepreneurship through the use of diverse suppliers and the goal of the diversity initiative is to identify, align, strengthen and connect with diverse suppliers.

If your company holds a small business and or supplier diversity certification(s) please email them to me for inclusion in our supplier database. Examples are listed below.

AbilityOne: formerly Javits-Wagner-O'Day or JWOD

Creates jobs and training opportunities for people who are blind or who have other severe disabilities. Javits-Wagner-O'Day Act of 1971, 41 U.S.C. 46-48c, the AbilityOne Program is a mandatory source of supply for Federal employees

Disadvantaged Business Enterprise: DBE

The US Department of Transportation offers the certification for small socially and economically disadvantaged businesses.

Disabled Veteran Owned Small Business: DVOSB

Emerging Business Enterprise: EBE

Lesbian, Gay, Bisexual and Transgender-Owned Business: LGBTBE

Minority-Owned Business Enterprise: MBE

Certified by LA Minority Supplier Development Council; National Minority Supplier Development Council; other certification entities

Small Business Enterprise: SBE

Small Disadvantaged business: SDB

Certified by the Federal Small Business Association

Service- Connected Disabled Veteran-Owned Entrepreneurship: SDVB

Certified by the Louisiana Economic Development office

Small & Emerging Business Development program: SEBD

Certified by the Louisiana Economic Development office

Small Entrepreneurship/ Hudson Initiative: SE

Certified by the Louisiana Economic Development office

Veteran Owned Small Business: VOSB

Veteran Initiative/Veteran Owned Small Entrepreneurship : VSE

Certified by the Louisiana Economic Development office

Woman-Owned Business Enterprise: WBE

Certified by the Women's Business Enterprise National Council, Women's Business Enterprise Council South; other certification entities

SECTION 2 – GENERAL INFORMATION

2.1 SERVICE PROVIDER EQUIPMENT, TOOLS & SUPPLIES

A. Provision of Equipment, Tools, and Supplies

The total bid price for the services specified herein shall include all costs associated with the Service Provider furnishing all equipment (whether owned or rented), tools, and supplies necessary to perform the strainer and valve maintenance, inspection, and repair services described in these specifications and special projects.

B. Equipment and Tool Requirements

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

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

C. Safety and Regulatory Compliance

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

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

2.2 MATERIAL SAFETY DATA SHEETS

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

2.3 SAFETY

A. Regulatory Compliance

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

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

B. Protection of Personnel and Occupants

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

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

C. Overhead Work and Pedestrian Protection

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

1. The Service Provider shall professionally cordon off affected areas using commercially manufactured barricade equipment. Improvised barriers (e.g., buckets, wooden sawhorses, wood stakes) are prohibited. Professionally fabricated signage shall be posted; handwritten, stenciled, or spray-painted signs are not permitted.

2. Signage shall be of sufficient size and clarity to clearly indicate that overhead work is in progress.
3. If barricades alone do not prevent pedestrian entry, the Service Provider shall station personnel to direct pedestrians safely around the work area.

D. Personal Protective Equipment

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

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

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

2.4 LAWS, CODES, ORDINANCES, LICENSES AND CERTIFICATIONS

A. Conflicts with Regulations

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

B. Compliance with Applicable Requirements

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

C. Required Licenses and Certifications

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

2.5 DAMAGE

A. Responsibility for Damage

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

B. Notification of Damage

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

C. Private Property Damage

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

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

2.6 PERSONNEL

A. Personnel Costs

Bid prices shall include all costs associated with the Service Provider furnishing personnel to perform strainer and valve maintenance, inspection, and repair services on LSUHSC-NO campuses.

B. Adequate Staffing

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

C. Competency of Workers

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

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

D. Payroll Verification

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

E. Qualification Concerns

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

F. Removal of Personnel

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

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

2.7 SUPERVISION

A. On-Site Supervision

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

B. Supervisor Availability

A supervisor or designated point-of-contact shall be readily available to the designated LSUHSC-NO representative whenever work is being performed.

1. The on-site supervisor or designated point-of-contact shall check in with the designated LSUHSC-NO representative each day, either in person or by telephone, prior to beginning work.
2. The on-site supervisor or designated point-of-contact shall also contact the designated LSUHSC-NO representative for inspection upon completion of the day's work or prior to leaving the site.

2.8 PERFORMANCE

A. Work Hours

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

B. Quality of Work

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

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

C. Determination of Acceptable Performance

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

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

D. Correction of Substandard Work

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

E. Penalties for Failure to Correct

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

2.9 IDENTIFICATION

A. Personnel Information

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

B. Uniform Requirements

Service Provider personnel shall wear uniforms displaying the company name and/or logo at all times on the outer most garment while on LSUHSC-NO property.

C. Badge Display

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

D. Badge Return

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

2.10 CLEANUP

A. Work Area Cleanup

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

2.11 WASTE

A. Waste Management

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

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

B. Designated Waste Container

LSUHSC-NO shall provide access to one designated roll-off open-top solid waste container on each campus for disposal of non-hazardous waste generated by strainer and valve maintenance, inspection, and repair activities.

C. Prohibited Use of Other Containers

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

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

2.12 USE OF PROPERTY

A. Space Restrictions

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

B. Parking – Downtown Campus

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

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

C. Parking – School of Dentistry Campus

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

D. Maps

Refer to Appendix B for campus location maps.

2.13 WORK LOCATION MANAGEMENT

A. The Service Provider shall:

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

2.14 PAYMENTS

A. Invoice Requirements

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

1. When the Purchase Order contains separate lines for identical work performed at different locations (e.g., Downtown Campus and School of Dentistry Campus), invoices shall not combine costs for multiple locations into a single line.
2. When the Purchase Order lists the quantity as twelve (12) months for ongoing monthly services, the Service Provider shall not combine multiple months into a single invoice (e.g., quarterly billing).
 - a. If the Service Provider prefers less frequent invoicing, this preference must be communicated to and approved by the designated LSUHSC-NO representative before the Purchase Order is issued.
 - b. Once the Purchase Order is issued, the invoicing frequency must match the frequency stated on the Purchase Order.
 - c. For services scheduled at specific intervals (e.g., quarterly or annual services), the Purchase Order will list the quantity as the number of required service visits, and invoices may be submitted only after each visit is completed.

- (1) If the Purchase Order includes both monthly and interval-based services, invoices shall not combine or prorate interval-based service costs across the entire contract year.
- (2) If the Service Provider prefers to distribute all charges evenly across the contract year, this must be communicated to and approved by the designated LSUHSC-NO representative before the Purchase Order is issued.

3. For work performed under a Task Order (see Appendix D), the invoice must reference the Task Order number and include the Task Order's description of work.
4. Work not performed during the invoice month shall not be billed. Only work that has been completed may be invoiced.

B. Invoice Submission

Invoices shall be submitted by email to: noacctacctp@lsuhsc.edu

C. Approval Authority

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

2.15 DEFAULT

A. Initial Notice and Meeting

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

B. Second Meeting if Issue Persists

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

C. Final Written Notice

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

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

D. Remedies for Continued Non-Compliance

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

1. First Offense: Liquidated damages minimum of \$200 and up to 2% of the Purchase Order value, plus withholding of any outstanding payments
2. Second Offense: Liquidated damages minimum of \$500 and up to 3% of the Purchase Order value, plus withholding of any outstanding payments due
3. Third Offense: Liquidated damages minimum of \$1000 and up to 5% of the Purchase Order value, plus withholding of any outstanding payments due
4. Service Contract Cancellation

E. Continued Performance and/or Compliance Issues

1. Whenever a specific non-performance and/or non-compliance issue has been encountered, is addressed through steps A-C above, even if monetary penalty is not imposed, subsequent occurrences of that specific non-performance and/or non-compliance issue will not be addressed again through those same steps but instead will go automatically to the monetary penalty assessment phase.
2. Whenever a specific non-performance and/or non-compliance issue is encountered on three separate occasions that requires the designated LSUHSC-NO representative to address the specific issue with the Service Provider to resolve that issue, LSUHSC-NO may proceed with contract termination.

3. Consideration of Circumstances

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

SECTION 3 – GENERAL CONDITIONS

3.1 SUMMARY

A. Purpose

The LSU Health Sciences Center – New Orleans (LSUHSC-NO) seeks a qualified Service Provider to perform strainer and valve maintenance, inspection,

and repair services. These services include scheduled inspections as outlined in Section 5 – Scope of Work, as well as repair services on an as-needed basis.

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

B. General Requirements

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

C. Contract Term

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

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

3.2 EXISTING CONDITIONS, EXAMINATION OF SITE

A. Familiarity With Conditions

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

B. Drawings

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

C. Conflicts Between Documents

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

D. Pre-Work Examination

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

3.3 SERVICE LOCATIONS

A. Service locations are listed in Appendix C

3.4 BIDDER PROVISIONS

A. Bid Pricing

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

B. References

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

C. Minimum Qualifications

Only organizations that have been engaged in commercial mechanical or pipefitting work for at least five (5) years, and that can demonstrate financial responsibility, reliability, experience, adequate facilities, and qualified personnel, will be considered.

D. Award Basis

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

E. Definition of "Service Provider"

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

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

3.5 DESIGNATED LSUHSC-NO REPRESENTATIVE

A. Coordination Requirement

The Service Provider shall coordinate all valve inspections, testing, and repair activities with the designated LSUHSC-NO Preventive Maintenance Representative and/or the Building Systems Representative prior to beginning any such work.

B. Preventive Maintenance Contact

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

Conrad Kennedy
Facility Assistant Maintenance Manager B
Phone: 504-234-2925
Do not contact this individual regarding the bid process.

Mailing Address:

Conrad Kennedy, Facility Assistant Maintenance Manager B
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2220
New Orleans, LA 70112

C. Repair Contact (Non-PM Work)

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

Mike Muscarello

Manager, Building Systems

Phone: 504-252-3193

Do not contact this individual regarding the bid process.

Mailing Address:

Mike Muscarello, Manager, Building Systems

LSU Health Sciences Center

Department of Facility Services

1901 Perdido Street, Room 2220

New Orleans, LA 70112

D. Secondary Contact

If the Facility Assistant Maintenance Manager B is unavailable, the Service Provider shall contact:

Lawrence Hall

Assistant Director of Facility Services

Phone: (504) 568-8995

3.6 PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING

A. Pre-Contract Meeting

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

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

A primary point of contact responsible for scheduling service or repairs. A backup contact shall also be identified.

3. LSUHSC – NO Personnel

The designated LSUHSC-NO representatives, a Purchasing Department representative responsible for administering the contract, and any authorized backup personnel.

B. Quarterly Meetings

1. The Service Provider will be required to schedule and participate in quarterly status review meetings to discuss ongoing preventive maintenance work.

3.7 COORDINATION OF WORK

A. Trade Coordination

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

B. On-Site Supervision

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

C. Supervisor Availability

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

D. Daily Check In/Out

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

E. Scheduling Constraints

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

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

F. Employment Practices

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

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

G. Workmanship

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

H. Hot Work

1. The designated LSUHSC-NO representative must be notified before any work is performed which will:
 - a. Create noise.
 - b. Create smoke and/or dust;
 - c. Involve soldering, welding, or other heat or flame producing process.
 - d. Disable any part of the fire suppression system.
2. The Service Provider shall file a "Hot Work Permit" with LSUHSC-NO for non-emergency repairs five (5) working days in advance before beginning and such work.
3. A fine of five hundred dollars (\$500.00) per incident (independent of the default process in Section 2.15) will be due from the Service Provider for each incident where the work done on their contract caused a false alarm on the fire and smoke detection system in the building and a "Hot Work Permit" was not filed before starting the work.

3.8 SERVICE CONTRACT CHANGES

I. Change Authorization

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

1. Written Proposal:

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

2. Written Approval:

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

3.9 DOCUMENTATION

A. Approval Authority

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

B. Service Ticket Requirement

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

3.10 SERVICE IMPLICATIONS

A. Implied Requirements

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

SECTION 4 – GENERAL PROJECT REQUIREMENTS

4.1 QUALITY ASSURANCE

A. The Service Provider shall:

1. Submit Inspection Documentation

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

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

2. Handle and Store Materials Properly

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

3. Submit Sub-Service Provider Information

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

4. Follow all Safety Precautions

Take all normal precautions associated with strainer and valve inspection and repair work to protect the safety of the building, its occupants, and the Service Provider's personnel.

4.2 SCHEDULING WORK

A. Schedule Revisions

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

B. Work Hours:

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

C. Consecutive Work Days

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

D. Total Work Time

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

E. Extensions

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

F. System Shutdowns

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

4.3 RESCHEDULING WORK

A. Limits of Rescheduling

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

B. Rescheduling Window

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

C. Notification of Delays

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

4.4 WORK PROGRESSION

A. Consecutive Workdays

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

B. Exceptions

Exceptions to consecutive workdays may be permitted when:

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

C. Additional Exceptions

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

4.5 WARRANTY WORK

A. Warranty Coverage for Replaced Parts

Any valves or strainers replaced by the Service Provider during the service contract period shall remain part of this service contract for preventive maintenance inspections.

Repairs to these components shall be covered under the warranty until the warranty period ends or until a new service contract is awarded to a different Service Provider.

B. Newly Installed Valves and Strainers

Any newly installed building valves and strainers still within the first year of their warranty period at the start of this service contract shall be included only for preventive maintenance inspections.

1. Repairs during the first year of the warranty period shall be performed by the original installer under the warranty.
2. After the first year of the warranty period, warranty repairs shall become the responsibility of the Service Provider under this service contract.

SECTION 5 – SCOPE OF WORK

5.1 INITIAL ASSESSMENT

A. Comprehensive Initial Assessment

Upon activation of this service contract—and without delaying the commencement of repair requests—the Service Provider shall perform a complete initial assessment of all strainers and valves identified in the accompanying equipment inventory spreadsheet. The assessment shall include:

1. Identification of all faulty strainers and valves.

2. A written recommendation for repair or replacement of each faulty component.
3. A detailed cost proposal for:
 - Repair of each faulty component (if LSUHSC-NO elects to repair), and
 - Replacement of each faulty component (if LSUHSC-NO elects to replace).
4. An estimated labor duration required to complete each recommended repair (if approved).
5. Documentation of all available general information for each component, including but not limited to:
 - Age
 - Type
 - Size
 - Manufacturer (if known)
 - Any other relevant identifying characteristics.

B. Identification of Additional Components

As part of the initial assessment, the Service Provider shall evaluate campus mechanical systems to determine whether additional valves or strainers exist that warrant inclusion in the service contract. The Service Provider shall:

- Identify any such components,
 - Provide recommendations for adding or removing components from the contract,
- and include associated cost proposals for any recommended additions.

C. Coil Valve Inspection Requirements

The Service Provider shall inspect the supply and return line valves located on both sides of each coil.

1. Verify the presence of valves on both the supply and return lines.
2. If either valve is missing, the Service Provider shall:
 - Notify the designated LSUHSC-NO representative immediately, and
 - Document the deficiency in the inspection report
 - The purchase and installation of any missing valves will be at an additional cost to LSUHSC-NO.

D. Timeline for Completion

The initial assessment and the accompanying recommendation report shall be completed and delivered to the designated LSUHSC-NO representative within sixty (60) calendar days from the activation date of this service contract (defined as the date the purchase order is issued).

E. Contract Adjustment

LSUHSC-NO reserves the right to add or remove strainers and valves from this service contract at any time as operational conditions warrant.

5.2 STRAINER AND VALVE ANNUAL MAINTENANCE INSPECTION

A. Scope of Services

The Service Provider shall perform annual strainer and valve inspection services for all LSUHSC-NO buildings and facilities identified in Appendix C. All inspections shall be conducted in accordance with industry best practices and manufacturer recommendations.

B. Documentation of Deficiencies

The Service Provider shall document, compile, and evaluate all maintenance deficiencies observed during the inspection process. Deficiencies shall include, but are not limited to:

- Mechanical wear or damage
- Corrosion or leakage
- Missing or non-functional components
- Improper installation or configuration
- Accessibility or operational concerns.

C. Annual Inspection Report

The Service Provider shall provide a written Strainer and Valve Inspection Report summarizing the condition of all inspected components. The report shall include, at a minimum:

1. Condition Summary

- A building-by-building summary of all strainers and valves inspected
- Identification of the quantity and type(s) of deficiencies recorded
- Assessment of overall system condition and operational readiness

2. Supporting Documentation

The report shall include visual and spatial documentation of all deficiencies, including:

- Drawings or marked-up floor plans
- Sketches indicating approximate locations
- Photographs clearly depicting each deficiency

3. Corrective Recommendations

For each documented deficiency, the Service Provider shall provide:

- Recommended corrective measures
- Estimated cost to implement each corrective action
- Any additional notes relevant to system performance or safety

5.3 VALVE ANNUAL PREVENTIVE MAINTENANCE SERVICE

A. Exterior Cleaning and Inspection

The Service Provider shall clean and inspect the exterior of each valve to verify mechanical integrity and identify any visible or potential faults, including but not limited to cracks, deformation, corrosion, or other signs of deterioration.

1. Replacement of Damaged or Missing Parts

Any missing, damaged, or non-functional components shall be replaced with OEM parts or manufacturer-authorized equivalents at an additional cost to LSUHSC-NO..

2. Hardware Verification

All gland nuts, fasteners, and associated hardware shall be checked to ensure proper tightness and secure assembly.

3. Leak Detection

The Service Provider shall inspect for evidence of leakage, including mineral deposits, corrosion, or staining on the valve body or adjacent piping.

4. Internal Cleaning and Component Replacement

For valves designated in the contract or maintenance plan, the Service Provider shall disassemble the valve, clean internal components, and replace worn or defective parts as required or at a minimum of once every five years.

B. Valve Exercising

The Service Provider shall exercise each valve to ensure operability and prevent seizing due to mineral accumulation, rust, or lack of use.

1. Operational Cycle

Each valve shall be fully opened and fully closed a minimum of three (3) times to confirm proper function, verify full travel, ensure the valve seats correctly, and confirm that no damage occurs during operation.

5.4 STRAINER ANNUAL PREVENTIVE MAINTENANCE SERVICE

A. System Depressurization and Safety

Before removing or loosening any cap, plug, or cover on a strainer, the Service Provider shall exercise extreme caution to ensure the system is fully depressurized.

- No component shall be opened until system pressure has been verified as zero pounds.
- Only after depressurization may the strainer be drained and prepared for service.

B. Exterior Cleaning and Leak Detection

The Service Provider shall clean and inspect each strainer body for signs of leakage, corrosion, or structural deterioration prior to removing the strainer screen.

C. Screen Cleaning

After removal, each strainer screen shall be cleaned by one of the following methods:

- Soaking in an appropriate cleaning solution, or
- Manual cleaning using a brush suitable for the screen material.

D. Replacement of Damaged or Missing Baskets

If a strainer basket is missing, damaged, or otherwise unserviceable, the Service Provider shall replace it at an additional cost to LSUHSC-NO.

E. Reassembly Requirements

All mating surfaces shall be thoroughly cleaned prior to reassembly.

- A new gasket or seal, supplied and installed by the Contractor, shall be used for each reassembled strainer.

F. Anti-Seize Application

The Service Provider shall apply an appropriate anti-seize compound (e.g., "Never-Seize") to the threads when reinstalling the strainer plug or cap to ensure ease of future maintenance.

5.5 REPAIR SERVICES

A. General Repair Services

If repairs are required that fall outside the scope of the Preventive Maintenance program, the Service Provider shall furnish repair services for all locations identified in Appendix C in accordance with the terms of this contract at additional cost to LSUHSC-NO.

B. Service Request Information

When requesting service, the designated LSUHSC-NO representative shall provide the Service Provider with a description of the issue and the location where service is required.

C. Completion of Repairs

All repairs shall be performed as promptly as necessary and as material availability permits, in accordance with Sections 5.6 (Service Response Time) and 5.8 (Materials).

D. Labor Rates

Direct labor hours associated with repair activities shall be billed at the fixed labor rates established in the bid price sheet.

E. Travel Time

LSUHSC-NO shall not be charged for travel time to or from the equipment location.

5.6 SERVICE RESPONSE TIME REQUIREMENTS

A. Availability

The Service Provider shall maintain a toll-free telephone number for service requests, available 24 hours per day, seven days per week.

B. Initial Call Response

The Service Provider shall return all service request calls from a designated LSUHSC-NO representative within two (2) hours of the initial request, regardless of day or time.

C. Response Levels

At the time of the initial service request, the designated LSUHSC-NO representative shall identify the required response level as defined below.

1. Emergency Response

- a. On-Site Response: The Service Provider shall arrive on site within two (2) hours, including weekends and holidays, measured from the time of the Service Provider's return call.
- b. Completion Requirement: Repairs shall be mitigated prior to leaving the job site and completed within twenty-four (24) hours, including weekends and holidays, from the technician's initial arrival on site.

2. Urgent Response

- a. On-Site Response: The Service Provider shall arrive on site within twenty-four (24) hours, including weekends and holidays, measured from the time of the Service Provider's return call.
- b. Completion Requirement: Repairs shall be completed within seventy-two (72) hours, including weekends and holidays, from the technician's initial arrival on site

3. Routine Response

- a. On-Site Response: The Service Provider shall arrive on site within seventy-two (72) hours or three business days, excluding weekends and holidays, measured from the time of the Service Provider's return call.
- b. Completion Requirement: Repairs shall be completed within seven (7) business days, excluding weekends and holidays, from the technician's initial arrival on site.
- c. Work Hours: Routine repairs shall be performed only between 8:00 a.m. and 4:00 p.m., Monday through Friday.

4. Scheduled

- a. On-Site Response: The Service Provider shall arrive on the pre-scheduled date and at the pre-scheduled time agreed upon with LSUHSC-NO.
- b. Completion Requirement: Work shall be completed within five (5) business days, excluding weekends and holidays, from the technician's initial arrival on site.

5.7 SPECIAL PROJECTS

A. Scope of Special Projects

The Service Provider shall perform special projects for the equipment listed in Appendix C and associated system components when requested by LSUHSC-NO at an additional cost to LSUHSC - NO.

- 1. Special projects include, but are not limited to, repairs, system modifications, or replacement of major components intended to improve the operation, efficiency, reliability, or safety of campus mechanical systems.

B. Proposal and Authorization

The Service Provider shall submit a written proposal for each special project on the Service Provider's official letterhead. The designated LSUHSC-NO representative will issue a project-specific purchase order authorizing the commencement of work.

C. Labor Rates

Direct labor hours associated with special projects shall be billed at the fixed labor rates established in the bid price sheet.

D. Travel Time

LSUHSC-NO shall not be charged for travel time to or from the equipment location.

5.8 MATERIALS

A. Provision of Replacement Materials

The Service Provider shall furnish all replacement materials required to complete repairs. A written quote detailing the materials to be supplied shall be submitted in advance and must be approved by the designated LSUHSC-NO representative prior to procurement.

B. Material Standards

All replacement materials shall be new, free of defects, and recommended or approved by the mechanical system manufacturer. Materials shall meet all applicable codes, standards, and performance requirements.

C. Emergency Material Availability

The Service Provider shall maintain the capability to provide emergency replacement materials to LSUHSC-NO within twenty-four (24) hours of the initial service request.

1. When accelerated delivery is required, the Service Provider may utilize expedited shipping methods if such methods are approved in advance by the designated LSUHSC-NO representative at an additional cost to LSUHSC-NO.

D. Obsolete and Hard-to-Source Materials

The Service Provider shall make all reasonable efforts to supply or fabricate obsolete or otherwise difficult-to-obtain parts necessary to maintain the mechanical systems covered under this service contract at an additional cost to LSUHSC - NO.

5.9 REPORTING REQUIREMENTS

A. Service Visit Documentation

The Service Provider shall submit an electronic report via email within twenty-four (24) hours of completing each service visit. The report shall provide a detailed description of all work performed.

B. Required Report Content

Each service report shall include, at a minimum:

- The date and time the service request was received
- A detailed description of all work performed
- All tests conducted and the corresponding results
- Any additional corrective actions or follow-up work recommended by the Service Provider

C. Component Identification

Service reports shall clearly identify all strainers and valves serviced, including their specific locations within the facility.

D. Invoice Documentation

Invoices shall clearly describe the work performed, including:

- The building(s) where the work occurred
- The date(s) the work was performed
- A summary sufficient for the LSUHSC-NO representative to verify and approve the work for payment

APPENDIX A

**SERVICE PROVIDER
ID BADGE
APPLICATION**

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

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

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

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

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

APPENDIX B

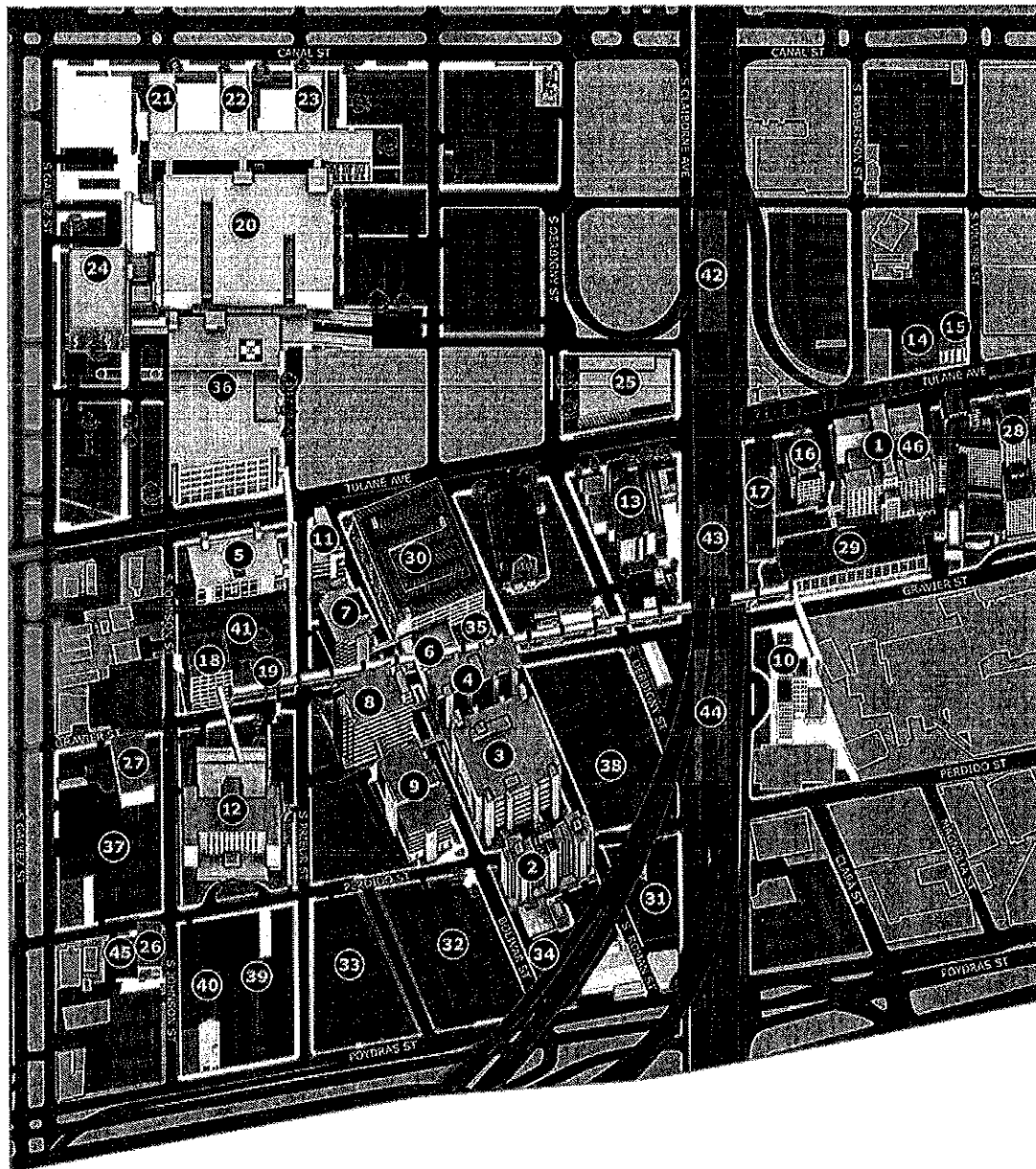
CAMPUS MAPS

DOWNTOWN CAMPUS BUILDING LIST

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

- | | |
|---|--|
| <p>(1) <u>Clinical Education Building</u>
1542 Tulane Avenue</p> <p>(2) <u>Residence Hall (Perdido Place)</u>
1900 Perdido Street</p> <p>(3) <u>Medical Education Building</u>
1901 Perdido Street</p> <p>(4) <u>Allied Health / Nursing Building</u>
1900 Gravier Street</p> <p>(5) <u>Human Development Center</u>
411 South Prieur Street</p> <p>(6) <u>Central Plant (Main)</u>
1903 Gravier Street</p> <p>(7) <u>Resource Center Building</u>
433 Bolivar Street</p> <p>(8) <u>Lions / LSU Clinics Building</u>
2020 Gravier Street</p> <p>(9) <u>Dr. Mervin L. Trail Clinical Sci. Research Bldg.</u>
533 Bolivar Street</p> | <p>(10) <u>Sister Stanislaus Memorial Hall</u>
450A South Claiborne Avenue</p> <p>(12) <u>Center for Advanced Learning & Simulation</u>
2021 Perdido Street</p> <p>(14) Delgado Hutchinson Building</p> <p>(15) Butterworth Building</p> <p>(16) L & M Building</p> <p>(17) Diebert Building</p> <p>(18) <u>Seton Building</u>
2025 Gravier Street</p> <p>(19) <u>Center for Advanced Learning & Simulation</u>
<u>Central Plant</u>
2101 Gravier Street</p> <p>(29) <u>Gravier Street Parking Garage</u>
1661 Gravier Street</p> <p>(30) <u>Roman Street Parking Garage</u>
425 S. Roman Street</p> <p>(35) <u>East Campus Standby Power System</u></p> |
|---|--|

1900 Gravier Street
(NA) Walk-To-Wellness
Gravier Street (Bld. # 18 to Bld.
29)



LEGEND



LSUHSC



University
Medical
Center (NIC)

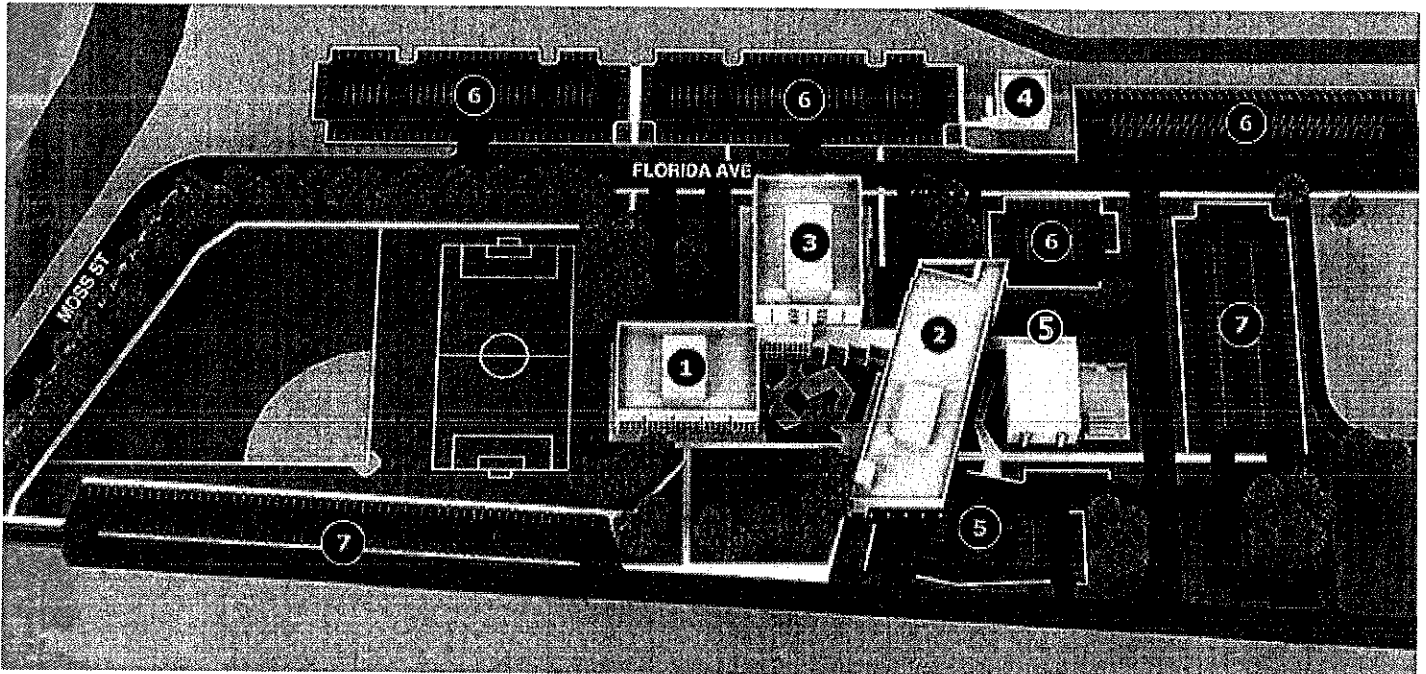


Parking

SCHOOL OF DENTISTRY CAMPUS BUILDING LIST

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

- (1) School of Dentistry – Administration Building (Admin)
1100 Florida Avenue
- (2) School of Dentistry – Dr. Allen A. Copping Advanced Clinical Care & Clinical Research Building (Annex)
1100 Florida Avenue
- (3) School of Dentistry – Clinic Building (Clinic)
1100 Florida Avenue
- (4) School of Dentistry – Inter-Professional Primary Care Clinic (PCC)- No Longer Exists
1100 Florida Avenue
- (5) School of Dentistry – Power Plant
1100 Florida Avenue



APPENDIX C

STRAINER & VALVE LOCATIONS

- A. **ALLIED HEALTH / NURSING BUILDING (AHN)**
Address: 1900 GRAVIER STREET
- B. **CLINICAL EDUCATION BUILDING (CEB or 1542)**
Address: 1542 TULANE AVENUE
- C. **DR. MERVIN L. TRAIL CLINICAL SCIENCES RESEARCH BUILDING (CSRB)**
Address: 533 BOLIVAR STREET
- D. **HUMAN DEVELOPMENT CENTER (HDC)**
Address: 411 SOUTH PRIEUR STREET
- E. **LIONS / LSU CLINICS BUILDING (LEC)**
Address: 2020 GRAVIER STREET
- F. **MEDICAL EDUCATION BUILDING (MEB)**
Address: 1901 PERDIDO STREET
- G. **RESIDENCE HALL (RES HALL)**
Address: 1900 PERDIDO STREET
- H. **RESOURCE CENTER (RCB)**
Address: 433 BOLIVAR STREET
- I. **SCHOOL OF DENTISTRY – ADMINISTRATION BUILDING (DENTAL ADMIN)**
Address: 1100 FLORIDA AVENUE
- J. **SCHOOL OF DENTISTRY – DR. ALLEN A. COPPING ADVANCED CLINICAL CARE & CLINICAL RESEARCH BUILDING (DENTAL ANNEX)**
Address: 1100 FLORIDA AVENUE
- K. **SCHOOL OF DENTISTRY – CLINIC BUILDING (DENTAL CLINIC)**
Address: 1100 FLORIDA AVENUE
- L. **SETON BUILDING (SETON)**
Address: 478 SOUTH JOHNSON STREET
- M. **CENTER FOR ADVANCED LEARNING & SIMULATION (CALS)**
Address: 2021 PERDIDO STREET
- N. **CENTER FOR ADVANCED LEARNING & SIMULATION CENTRAL PLANT (CALS PLANT)**
Address: 2101 GRAVIER STREET
- O. **CENTRAL PLANT (CP)**
Address: 1903 GRAVIER STREET
- P. **EAST CAMPUS STANDBY POWER SYSTEM**
Address: 1901 GRAVIER STREET
- Q. **SCHOOL OF DENTISTRY – POWER PLANT (DENTAL POWER HOUSE)**
Address: 1100 FLORIDA AVENUE

- R. **DELGADO SCHOOL OF NURSING**
450 S. CLAIBORNE AVENUE
- S. **SISTER STANISLAUS MEMORIAL HALL (NOT ACTIVE)**
450 SOUTH CLAIBORNE AVENUE
- T. **SCHOOL OF DENTISTRY – MAINTENANCE BUILDING (NOT ACTIVE)**
1100 FLORIDA AVENUE
- U. **SCHOOL OF DENTISTRY – WAREHOUSE (NOT ACTIVE)**
1100 FLORIDA AVENUE
- V. **BUTTERWORTH BUILDING (NOT ACTIVE)**
1541 TULANE AVENUE
- W. **HUTCHINSON BUILDING (NOT ACTIVE)**
545 TULANE AVENUE
- X. **GRAVIER STREET PARKING GARAGE (NOT ACTIVE)**
1661 GRAVIER STREET
- Y. **ROMAN STREET PARKING GARAGE (NOT ACTIVE)**
425 SOUTH ROMAN STREET

APPENDIX D

TASK ORDER FORM

Task Order

Task Order Number: _____ Date: _____
Project Name & Location: _____
PO #: _____
Service Provider: _____
Building Name: _____ Original Contract Date: _____

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

Scope of Work:

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

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

Requestor

Requestor's Name: _____

Approved

Approver's Name: _____

Accepted

Service Provider Representative Name: _____

Service Provider's Name & Address: _____

Approved
Via email to: _____

Date: _____

Date: _____

Service Provider Signature: _____

Via email to: _____

Date: _____