

**BID NUMBER 10358**

**SOUTHERN UNIVERSITY AND A&M COLLEGE  
BATON ROUGE CAMPUS**

**REQUEST FOR BID**

**BID NUMBER 10358**

***Landscape and Ground Lawn Care Service***

***Areas for the Southern University Agricultural Research & Extension Center  
(SU Ag Center)***

**August 21, 2026 @ 10:30 AM**

**DATE ADVERTISED (LAPAC):  
THE ADVOCATE**

**JULY 24, 2026  
JULY 27, 2026**

**MANDATORY PRE-BID CONFERENCE  
AND SITE VISIT:  
LOCATION:**

**AUGUST 4, 2026 @ 10:30 AM**  
Physical Plant Department  
Benjamin H. Kraft Building  
515 James L. Hunt Street  
Southern University  
Baton Rouge Campus 70813  
Site Telephone No. 225-771-4741 or  
225-771-6241

**DEADLINE TO SUBMIT INQUIRIES:  
SUBMIT INQUIRIES TO:**

**AUGUST 11, 2026 by 5:00 PM**  
**Linda Antoine**  
Email: linda\_antoine@subr.edu

**DEADLINE TO RESPOND TO INQUIRIES AUGUST 14, 2026 by 5:00 PM**

*Note: Responses to inquiries/addenda are posted on LAPAC (La State Procurement website) LAPAC website: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>  
It is the responsibility of the vendor to check LAPAC for addenda.*

**DEADLINE TO SUBMIT BID:  
SUBMIT BID TO:**

**AUGUST 21, 2026 @ 10:30 AM**  
Linda Antoine, Director  
Southern University Purchasing  
Department-P. O. Box 9534 or  
James L. Prestage Drive  
J. S. Clark Adm. Bldg. Annex, 1<sup>st</sup> Floor  
Baton Rouge, LA 70813  
Telephone 225-771-2804 or 771-4587

**As an alternative**

**Use link to submit bid online:**

**<http://www.sus.edu/bidcertification>**

**Note: Bid shall be delivered or uploaded to link no later than 10:30 AM on August 21, 2026**



**ADVERTISEMENT  
REQUEST FOR BID**

Sealed bids will be received by Southern University, Baton Rouge, Louisiana, in the Purchasing Office, J. S. Clark Administration Building Annex, South Entrance, 1<sup>st</sup> Floor East, or PO Box 9534 Baton Rouge, LA 70813, until the date indicated for the following:

**LANDSCAPE AND GROUNDS LAWN CARE**  
***Areas of the Southern University Agricultural Research & Extension Center***  
***(SU Ag Center)***  
***Southern University and A&M College-Baton Rouge Campus***  
**BID NUMBER 10358**  
**AUGUST 21, 2026 @ 10:30 AM**

As an alternative

***Use link to submit bid online:***

***<http://www.sus.edu/bidcertification>***

**Bid shall be uploaded or delivered no later than 10:30 AM on August 21, 2026. Late bids will not be accepted.**

Bidders are solely responsible for ensuring timely delivery of their bids. The Purchasing Department is not responsible for any delays caused by bidders' chosen means of delivery. Failure to meet bid opening date and time will result in rejection of bid.

***This request for lawn services is not to outsource the Southern University Grounds Department. This request is to contract with companies to maintain the grounds for the Southern University Agriculture Department located on the Southern University Baton Rouge Campus.***

**Mandatory Pre-Bid Conference & Site Visit: August 4, 2026 @ 10:30 AM**

**Mandatory Pre-Bid Conference Location:**

**Southern University Baton Rouge Campus**

**Physical Plant Department**

**Benjamin H. Kraft Building**

**515 James L. Hunt Street**

**Baton Rouge, LA 70813**

**Pre-bid conference telephone numbers 225-771-4741 & 771-6241**

**Late arrivals cannot participate in the bid process**

***Inquiries will be accepted until August 11, 2026 by 5:00 p.m. Inquiries shall be submitted to Linda Antoine at [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)***

***Responses will be posted on August 14, 2026, by 5:00 p.m. on LAPAC-Louisiana Procurement website***

***It is highly recommended to register with LAPAC***



*Any person requiring special accommodation should notify Henry Thurman, Interim Director, Southern University Risk Management at 225-771-3101 or 225-771-4741 or [henry\\_thurman@subr.edu](mailto:henry_thurman@subr.edu). of the type(s) of accommodation required not less than seven (7) days before the bid opening date*

Bids may be withdrawn by written, telegraphic or fax notice received at the address designated in the Invitation to Bid prior to the time set for bid opening, as recorded by date stamp at the Purchasing Office. Bids received after closing time will be returned unopened. Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(a)(1)(c) and/or R.S. 39:1594(c)(2)(d). *The University reserves the right to award all or done and to reject any and all bids and to waive any informalities incidental thereto.*

*The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.*

**ALL BID SPECIFICATIONS AND ADDENDA CAN BE OBTAINED BY  
ACCESSING LAPAC WEBSITE**

**<https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>**

***It is highly recommended to register with LAPAC***

*Please contact Mary Jane Spruel, Assistant Director @ (225) 771-2800 or [maryjane\\_spruel@subr.edu](mailto:maryjane_spruel@subr.edu) for questions concerning this advertisement and bid documents,*

*Bids will be accepted only from contractors who meet state and federal guidelines to operate charter bus services under the classification of 7200000 Building and Construction and Maintenance Services, 72100000 Building Construction, Support Maintenance and Respir, 72102900 Ground Maintenance Services, 72102905 Exterior Ground Maintenance.*

**SOUTHERN UNIVERSITY & A&M COLLEGE**

***Linda A. Antoine, Director of Purchasing***

**SOUTHERN UNIVERSITY IS**

**AN EQUAL OPPORTUNITY EMPLOYER**

**DATE ADVERTISED**

**JULY 27, 2026**



**JOB SITE VISIT**

**PROJECT: LANDSCAPE & GROUND LAWN CARE SERVICES**

**BID NUMBER 50016-10358**

**MANDATORY SITE VISIT DATE: AUGUST 4, 2026 @ 10:30 AM**

**LATE ARRIVALS CANNOT PARTICIPATE IN THE BID PROCESS**

*It is the responsibility of the bidder to inspect job site verify any measurements and/or supplies needed prior to submitting a bid price on this project. Each bidder shall fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. If vendor finds conditions that disagree with the physical layout as described in the bid, or any other features of the specifications that appear to be in error, same shall be noted on proposal. Failure to do so will be interpreted as specified. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.*

**Note: You must participate in the site visit on the day of the site visit**

**JOB SITE VISIT LOCATION:**

Physical Plant Department  
Benjamin H. Kraft Building  
515 James L. Hunt Street  
Southern University Baton Rouge Campus  
Site Telephone No. 225-771-4741 or 771-6241

*The signed statement certifies the vendor's name listed below, has visited the proposed site and is familiar with all conditions surrounding fulfillment of the specifications for this project.*

COMPANY \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

**Note:** Questions not answered at Site Visit or any additional questions shall be submitted in writing to the Director of Purchasing, Linda A. Antoine at [linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu).

**Note:** Responses to inquiries/Addenda are posted on LaPAC (LA Procurement Website)  
LA State Procurement website:

<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/Agency/outMain.cfm>

**It is the responsibility of the vendor to check LAPAC for addenda.**

**JOB SITE VERIFIED BY DESIGNATED SOUTHERN UNIVERSITY EMPLOYEE:**

\_\_\_\_\_  
SIGNATURE

**Return this form with bid**



# Southern University and A&M College-Baton Rouge Campus

## REQUEST FOR BID

BID NUMBER 50016-10358

SU Ag Center Landscape and Grounds Lawn Care

Southern University Agricultural Research & Extension Center (SU Ag Center)

Service Coverage for September 1, 2026-June 30, 2027

*This request for lawn service is not to outsource the Southern University Physical Plant Department of Grounds. This service is to assist the University and the Ag Center.*

### General work includes:

All lawn services are to be done weekly unless changed by the Facility Director of The SU Ag Center. The weekly services include:

1. Lawn mowing to include the grounds of Finance, Greenhouse Complex, A.O. Williams (AOW) Hall (front and back of the building and parking lot strips, inclusive), Poultry Farm (outside the fence), Horticultural Farm (outside the fence), Meat Lab, Swine Farm (outside the fence), M.A. Edmonds Livestock Arena (Front and 6' feet strip on the backside), Multi-Purpose Building (all sides),
2. Edging around buildings, parking lots, sidewalks, and other structures,
3. Blowing off sidewalks and parking lots,
4. Tree/shrubs pruning and/or shrubs removal,
5. Fertilizer application- For trees, shrubs, and flowers,
6. Weed eating around buildings, sidewalks (on and off), ponds, and parking lots,
7. Spraying for weed control of cracks in parking lots, sidewalks, and other ground areas,
8. Flower beds upkeep (weeds, shrub removal, hauling off debris, inclusive) when needed,
9. Removal of shrubs in the back/front of AOW and compost around trees, as requested.
10. New bed materials and plants will be provided by SUAREC for applying to ground sites,
11. Clean and maintain the water fountain (planting areas) on the sides of the pond,
12. Provide lawns service needed on special occasions or requests.

(The vendor will submit a quote if services are outside of the contract)

13. Perform related duties as assigned.

14. Lawn work experience and/or experience in an agricultural setting.

| Area(s)                       | Service(s)                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. A.O. Williams Hall Grounds | Lawn care                                                                                                                                                       |
| 2. A.O. Williams Hall Grounds | Flower bed upkeeps, (plants removal planting), removal of shrubs in the back/front of AOW around trees, and landscape around sites to be determined, inclusive. |



|                                                                          |                                                                                                                                  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 4. SU Ag Center Main Road                                                | Lawn care services on the left and right sides of the road from bridge by SU Ag Center Finance Building to Mills Avenue.         |
| 5. SU Meat Laboratory                                                    | Lawn care services of mowing, edging, blowing parking lots, and sidewalk inclusive.                                              |
| 6. Finance Building Grounds, Establishing and Upkeep of Butterfly Garden | Lawn care services (mowing, edging, weeding, blowing down parking lot, shrub care, flower bed), inclusive.                       |
| 7. Water Fountain Flowers and Shrubs                                     | Flowers and shrubs upkeep on both sides of the water foundation basin                                                            |
| 8. Robert Smith Blvd Road Fence Line                                     | Lawn care (edging, inclusive) on both sides of the road from B. A. Little Dr.                                                    |
| 10. Poultry Bldg. Grounds                                                | Lawn care – Outside of the poultry grounds, edged sidewalk, cut grass around ponds, blow offside walk debris.                    |
| 11. Greenhouse Head House Complex                                        | B.A. Little Dr. (front lawn grass cutting, edging, weeding ditches, blowing down sidewalk, inclusive)                            |
| 12. SU Ag. Center Multi-Purpose Building, Livestock Arena Grounds        | James Archie Drive (grass cutting, weeding, blowing off external surfaces, planting inclusive).                                  |
| 13. Old dairy Site Road                                                  | Dairy farm road leading to Mills Avenue (back gate) by cutting grass, edging, sidewalk, inclusive                                |
| 14. Sidewalks on Mills Avenue                                            | Clean sidewalk and trash pickup on Mills Avenue on SU side where the new fence is installed; pick up trash in field on both side |

Particularly, lawn service must be done weekly if weather permits or payment will not be provided. Payments will be pro-rated for other services performed. SU AG Center Facility Office will provide a schedule. Cuts for the winter months may vary. The SU Ag Center Facility Office will provide updated schedules as needed.

**Payment:**

SU Ag Center will be billed at the end of each month. ***Vendor will be paid for each cut that includes all work specified in the bid.***

SU Ag Center Facilities staff will oversee the work performed. SU Ag Center reserves the right to have some services done on Saturdays. Services not provided shall not be charged to SU Ag Center.

**Notes:**



See the lawn service specifications above for the type of services to be provided.

Cost Per Cut \$ \_\_\_\_\_

Note: Cost for cutting grass shall also include all work as specified above

#### Coverage Period Terms

The term of this contract is from August 1, 2026 - June 30, 2027, with an option to renew for an annual period of two (2) additional twelve (12) month periods with same terms, conditions and pricing or any changes mutually agreed upon.

#### Terms:

- The Vendor shall supply proof of insurance and shall comply with all applicable federal, state, and local laws governing licensing, employment, safety of labor for the services and by any other person or entity performing the services or any part of the services on or for this contract.
- The Vendor further shall indemnify, defend, and hold Southern University, its agents, and its employees harmless from and against any and all claims, losses, suits, damages, judgments, expenses (including attorneys' fees), costs and charges of any kind arising out of or pertaining to injuries, vehicle damage, death or property damage, directly or indirectly caused, in whole or in part, by Vender or any person or entity performing any of the above-described services, as well as for the death of or any injuries to Vender' employees to the extent covered by worker's compensation or employer's liability insurance.
- The Vendor must have a minimum of \$1,000,000 in liability insurance, with Southern University and A&M College as the Certificate Holder. See attached insurance requirement sheet.
- The Vendor must be registered with the Louisiana Secretary of State.
- The Vendor must have a business license or contractor's license
- The Vendor must repair or replace damaged windows.

#### Qualifications Requirements:

Circle: Yes or No. My company has at least three (3) or more years of experience in lawn service to include but not limited to flower bed management, trimming tree limbs, grass cutting, weeding in a farm setting, inclusive in an agricultural environment. Vendor must have adequate number of qualified workers. You may include brochures and other literature regarding your company.

- List number of workers you will have available for this project \_\_\_\_\_



List of experiences in lawn service work. List company name and telephone number

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

***Southern University Project Contacts***

Calvin Reubern Walker, Ph.D.

Executive Vice Chancellor

Director of Development: SU Ag Center Special Projects

Southern University Agricultural Research & Extension Center

P. O. Box 10010

Baton Rouge, LA 70813

Cell Phone: 337-344-8634

Danna Brown, Assistant Facility Manager, SU Ag Center

Southern University Agricultural Research & Extension Center

P.O. Box 10010

Baton Rouge, LA 70810

Cell Phone : 402-216-3061

**VENDOR INFORMATION**

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

LICENSE  
NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT  
NAME \_\_\_\_\_



**GENERAL TERMS & CONDITIONS**  
**LANDSCAPE AND GROUNDS LAWN CARE**  
**AREAS FOR THE SU AG CENTER**

Southern University Purchasing Department will receive sealed bids until the time and date specified in this Invitation for Bid (IFB). No bid will be considered if received by the Purchasing Department after the specified time and date. Beginning at that time, bids will be publicly opened and read in the Conference Room-1<sup>st</sup> Floor East of the J.S. Clark Administration Annex Building, or another designated area.

**Bids should be mailed to:**

Southern University  
Purchasing Department  
Post Office Box 9534  
Baton Rouge, Louisiana 70813  
Phone: 225-771-2804

**As an alternative, bids may be hand delivered to:**

Southern University  
Purchasing Department  
1<sup>st</sup> Floor East-James L. Prestage  
J. S. Clark Administration Building  
Baton Rouge, Louisiana 70813

As an alternative use link to *submit bid online*:

**<http://www.sus.edu/bidcertification>**

Vendor is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Southern University is not responsible for any delays caused by the Vendor's chosen means of delivery. Vendor is solely responsible for the timely delivery of its bid/proposal. ***Late bids will be rejected.***

Bids submitted are subject to provisions of but not limited to LA R.S. 39:1551-1736 Purchasing Rules and Regulations; Executive Orders; the General Conditions; and Special Conditions; and Specifications listed in this Invitation for Bid. Southern University 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.

**COMPLETE WORDING FOR ALL REVISED STATUTES CAN BE SEARCHED ON THE STATE WEBSITE AT WWW.LEGIS.STATE.LA.US**

**INQUIRIES:**

No negotiations, decisions, or actions will be executed by any bidder as a result or any oral discussion with any University employee or State Consultant. Only those transactions which are in writing, sent to **Linda A. Antoine, Director of Purchasing, will be considered as valid.** Likewise, the University will only consider communication from bidders, signed and in writing, by email to: **[linda\\_antoine@subr.edu](mailto:linda_antoine@subr.edu)**, NO LATER THAN 5:00 P.M.-AUGUST 11, 2026, to the attention of the Purchasing Department, Post Box 9534, Baton Rouge, Louisiana 70813, Attention: Linda A. Antoine.

**INSTRUCTIONS TO BIDDERS**

**1. Bid Forms**

All written bids, unless otherwise provided for, must be submitted on, and in accordance with forms provided and properly signed in ink. Bids submitted in the following manner will not be accepted:

Bid containing no signature indicating intent to be bound

(1) Bid filled out in pencil

(2) Bid not submitted on university standard forms

Bids must be received at the address or by electronic link specified in the Invitation for Bid prior to bid opening time in order to be considered.

**2. Envelope**

Bidders are requested to submit bid package in a sealed envelope of your choice that is clearly marked identifying the ***company's name, complete address, bid number, time of bid opening, and license or business number IF \$50,000 OR MORE.*** Bidder is responsible for means of delivery of bid.



3. All bids must be submitted on forms furnished for this purpose and must be filled out with ink or typewritten and **must be signed in ink**. Bidders must initial each page of bid documents in designated space(s). Please do not erase, correct, or **write over any prices or figures necessary for the completion of Request for Bid**. If any corrections are necessary, each one must be initialed by bidder. **Failure to comply with these requirements will cause your bid to be disqualified.**
4. **Standards of Quality**  
Any product or service bid shall conform to all applicable federal, state and local laws, regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog numbers used in the specifications is for the purpose of describing the quality level, performance and characteristics required. Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model numbers will be considered as offering the exact product(s) specified in the IFB.
5. **Descriptive Information**  
Bidders proposing an equivalent brand or model should submit information with bid (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product should 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 the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.
6. **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 72** hours after request is made. Information pertaining to completed files may be secured by visiting the Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
7. **Prices**  
Unless otherwise specified by the Purchasing Department, bid prices must be complete, including transportation, prepaid by bidder to destination. Bids other than FOB destination may be rejected. In the event of extension errors, the unit price shall prevail.
8. **Payment Terms**  
Payment is to be made within thirty (30) days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. Delinquent payment penalties are governed by **L.R.S. 39:1695**.
9. **Deliveries**  
Bids may be rejected if the delivery or completion time indicated is longer than that specified in the bid.
10. **Vendor Invoices**  
Invoices or AIA payment form shall reference the Southern University purchase/release order number, vendor's packing list/delivery ticket, ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order and should show the amount of any prompt payment discount and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier will not be accepted. Terms are net 30.
11. **Tax Information/State of Louisiana**  
Vendor is responsible for including all applicable taxes in the bid prices. Southern University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc. In accordance with Act Number 1029 of the 1991 Regular Session, effective September 1, 1991 state agencies will no longer be required to pay state sales tax.
12. **New Products**  
Unless specifically called for, all products for purchases must be new (never previously used) and the current model and/or packaging. The manufacturer's standard warranty will apply unless otherwise specified in the bid.
13. **Contract Renewals, Multi-Year Contracts (if applicable)**  
Upon agreement of Southern University and the contractor, an open-ended requirements contract may be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions. In such



cases, the total contract term cannot exceed thirty-six (36) months.

**14. Contract Cancellation**

Southern University 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 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) misrepresentations 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 provision of state or federal law; (6) any other breach of contract.

**15. AWARD AND EXECUTION OF CONTRACT:**

The owner shall incur no obligation to the contractor until the contract between the owner and contractor is duly executed. If the contractor is notified of the acceptance of the bid within thirty (30) days of the opening bid date, contractor agrees to execute and deliver to owner, Performance and Payment Bond and Certificate of Insurance, a copy of which is attached to the Contract Documents, within ten (10) working days after notice from the Owner that the instrument is ready for signature.

**16. Fiscal Funding Clause (Renewal Contracts Only)**

**In accordance with LA R.S.39:1615 (c) and (e), any contract entered into by the State of Louisiana and Southern University shall include the following Fiscal Funding Clause:**

C. Termination due to unavailability of funds in succeeding years. When funds are not appropriated to support continuation of performance in a subsequent year of a multiyear contract, the contract for such subsequent year shall be terminated. When a contract is terminated under these conditions, no additional funds shall be paid to the contractor as a result of such action. E. With respect to all multiyear contracts, there shall be no provisions for a penalty to the state for the cancellation or early payment of the contract. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. All proposers should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

**17. Default of Contactor**

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the state had determined the contractor to be in default, the state 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.

**18. Order of Priority**

In the event there is a conflict between the Instructions to Bidders the General Terms and Conditions will govern.

**19. Applicable Law**

All contracts will be construed in accordance with and governed by the laws of State of Louisiana. Vendors shall be in compliance with applicable laws of the State of Louisiana and Federal Laws where applicable, to include licenses, fees and permits. Vendors are responsible for the cost of licenses, fees and permits.

**20. Certification of No Suspension or Debarment (\$25,000 or more)**

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

           Federal Funded      XX Non-Federal Funded

**21. E-VERIFY (verification of employees)**

Contractor acknowledges and agrees to comply with the provisions of La R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.

**22. Prohibited Contractual Arrangements**

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



**23. Discriminatory Boycotts of Israel*****This section applies to procurements with a value of \$100,000 or more and for vendors with five (5) or more employees***

Consistent with existing Louisiana non-discrimination provisions and regulations governing purchases executive branch agencies may not execute a procurement contract with a vendor if that vendor is engaging in a boycott of Israel. Further, executive branch agencies shall reserve the right to terminate any procurement contract with a vendor that engages in a boycott of Israel during the term of the contract.

A vendor must in writing, when a bid is submitted or when a procurement contract is awarded, that:

- a. it is not engaging in a boycott of Israel; and
- b. it will, for the duration of its contractual obligations, refrain from a boycott of Israel.

All competitive sealed bids and proposals issued for procurement contracts with executive branch agencies shall include the text of the following certification: "By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial of any subcontractor or supplier, refused to or terminated business activities, or taken other actions intended to limit commercial relations, with a or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response."

**24. Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries**

In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association;
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

**25. Mutual Indemnification**

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

**26. Fair Labor Standards Act**

Contractor shall be in compliance with the **Fair Labor Standards Act 29 USC 201-6**; Establishes minimum wage, overtime pay, equal pay, recordkeeping, and child labor standards for employees or in the production of goods for interstate commerce. **By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)**

**27. Davis-Bacon Act (\$2,000 or more)**

Contractor shall be in compliance with the **Davis-Bacon Act, 40 USC 276A-7**; ensures that laborers and mechanics employed pursuant to federally funded construction contracts, subcontracts and construction under Federal grants, will be paid wages as determined by the U.S. Secretary of Labor. **By signing and submitting this bid, bidder certifies that its company, any subcontractors, or principals thereof is in accordance with said compliance. United States Department of Labor website: [www.dol.gov/esa](http://www.dol.gov/esa)**

       Federal Funded                      XX Non-Federal Funded



**28. Small Business Entrepreneurship Programs**

The Southern University System is a participant in the Louisiana for the Small Entrepreneurships Program (the Hudson Initiative) and the Louisiana Initiative for Veterans and Service-Connected Disabled Veterans-Owned Business Small Entrepreneurships. Bidders are encouraged to consider participation. A list of certified vendors and additional information can be obtained from website <http://www.ledsmallbiz.com>. Potential participants may also register at this website.

**29. Tobacco-Free Policy**

The use of tobacco products on any Southern University campus is prohibited by students, staff, faculty or visitors in all campus buildings, facilities, or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke; on campus grounds, facilities, or vehicles that are the property of the University; and at lectures, conferences, meetings, and social and cultural events held on school property or school grounds. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

**30. Equal Opportunity Employer**

Southern University and A&M College Systems of the State of Louisiana is an equal opportunity employer and looks to its contractors, sub-contractors, vendors, and suppliers to take affirmative action to effect this commitment in its operations. By submitting and signing this bid, the bidder certifies that he agrees to adhere to the mandates dictated by Title VI and VII of the Civil Rights Act of 1964, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 303 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and the Americans with Disabilities Act of 1990. Bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin, handicap, disability, veteran status, or any other non-merit factor. Bidder further agrees to keep informed of and comply with all Federal, State, and local laws, ordinances, and regulations which affect his employees or prospective employees. Any person who is a "Qualified Individual with a Disability" as defined by 42 USC 12131 of the American with Disabilities Act who has submitted a bid on this procurement and who desires to attend the bid opening, must notify this office in writing no later than seven (7) working days prior to the bid opening date of their need for special accommodations. If the requested accommodations cannot be reasonably provided, the individual will be so informed prior to the bid opening.

**31. Code of Ethics**

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

**32. Vendor Forms/SU Signature Authority**

The terms and conditions of the SU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc. The University's chief procurement officer, or designee, is delegated sole authority to execute any vendor contracts, forms, etc. Departments are prohibited from signing any vendor forms.

**33. Prosecution of Work:**

The work is to be done when Southern University is in operation. The contractor shall, therefore, plan the work so as not to interfere with normal operations of the facility and shall exert effort to expedite completion of the work once it has started. It is intended that the work shall be done during normal working hours, however, should work require overtime (Saturday, Sunday and/or night working hours), the cost must be borne by the contractor at no extra compensation from the Owner (Southern University).

**34. Termination of the Contract for Convenience**

The State/University may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating an effective date with the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**35. Termination for Cause**

The State 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 the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise



any rights available to it under Louisiana law to terminate for cause upon the failure of the Owner to comply with the terms and conditions of this contract; provided that the Contractor shall give the State, written notice specifying the State's failure and a reasonable opportunity for the Owner to cure the defect.

**36. Auditors**

It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of contractor which relate to this contract.

**37. Awarded Products/Unauthorized Substitutions**

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

**38. Acceptance**

Upon written notice by the Owner, a Notice by Owner of Acceptance of Work will be executed and forwarded to the Contractor for recording with the Clerk of Court in the parish in which the work has been performed and shall furnish a clear Lien Certificate from the Clerk of Court (to the owner along with final invoice) forty-five (45) days after recordation of acceptance. Final payment of ten percent (10%) will be made at this time.

**39. Guarantee**

It is the intention of the specifications to secure a first-class permanent material and construction and to this end, Contractor will be held responsible for and must correct defects discovered in the work within one (1) year from acceptance. Should any materials or methods be called for, of such nature to render this guarantee impossible, written notice to this effect should be given Owner (Southern University) before signing contract and/or beginning of work; failure to do this will be construed as agreement to the strictest terms of the guarantee.

**40. Clean-Up**

The Contractor will be directed during the progress of work to remove and properly dispose of the resultant and debris. Upon completion, Contractor shall remove all equipment, unused materials and debris and will leave the premises in a clean and first-class condition.

**41. Examination of Site**

Each bidder will visit the site of the proposed project and will fully acquaint himself with conditions relating to construction and labor so that he may fully understand the facilities, difficulties and restrictions attending the execution of work under this contract. No consideration or allowance will be granted the Contractor for failure to visit the site or for any alleged misunderstanding of the materials to be furnished or the work to be done.

**42. 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 Subgrantee 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.

**43. 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 AIR ACT which prohibits the use under non-exempt contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

**44. Clean Water Act**

The Contractor hereby 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.

**45. 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).

**46. Anti-Lobbying and Debarment Act**

The Contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and The Debarment Act.

**47. Signature Authority**



L. R.S. 39:1594 (C)(4), requires the soliciting entity to require bidders to submit evidence of authority to submit the bid.

Louisiana Revised Statutes 39:1594 (C)(4) provides as follows:

(4) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or 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 is 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 commendams 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 bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to 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 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.

#### **PUBLIC AWARENESS NOTICE– 192.616**

Southern University Baton Rouge owns and operates a master meter natural gas distribution system on the school campus. The gas system consists of an underground network of pipelines. The purpose of the gas system is to provide a reliable and safe economical source of energy for heating purposes. The pipeline system has the capacity to reliably deliver natural gas.

The hazards of natural gas are odorless, colorless, tasteless, lighter than air and can ignite and/or explode with tremendous force when mixed with the right amount of air.

Measures taken include:

- Adding odorant to the gas to give it that distinctive smell, like rotten eggs, to warn us of its presence.
- Testing the odorant level each calendar quarter,
- Performing annual gas leakage surveys, and
- Conducting periodic pipeline patrols.

The following are signs that may indicate a gas leak:

- A hissing or roaring sound (caused by escaping gas)
- A patch of dead or discolored vegetation in an otherwise green setting along a pipeline route
- Blowing dirt, grass or leaves near a pipeline,
- Continuous bubbling in wet, flooded areas,

Anyone who may smell this odor or notice any unusual conditions on or near gas mains, vents, service lines, meter sets, or especially inside of a building should call the maintenance office immediately. If you smell a strong gas odor inside a building, notify everyone in the building to leave. Do not operate any switches or use the phone. Go a safe distance away upwind of the smell of the gas and call the maintenance office. With any gas leak protect life first, then property, then notify the maintenance office.

**State and federal laws require excavators to notify LA One-Call 2 days before digging. If any excavation is planned, you must notify LA One-Call which will notify the Southern University to locate the gas lines.**

To obtain additional information or report a gas related issue call Southern University Baton Rouge Maintenance Office. The Southern University Maintenance office phone number is 225-771-4741. The LA One-Call Center phone number is 811.



**A copy of the applicable signature authority document/board resolution or  
LA Secretary of State Registration must be submitted with the bid**

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**INSURANCE REQUIREMENTS**  
**Southern University and A&M College**  
**LANDSCAPE AND LAWN SERVICE-AG CENTER**  
**Bid 10358**

The Contractor shall purchase 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 Contractor, its agents, representatives, employees or subcontractors.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000.00 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. **A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.**

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

**B. DEDUCTIBLES AND SELF-INSURED RETENTIONS**

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

**C. 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 Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- c. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverage

- a. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy.
- b. Neither the acceptance of the completed work nor the payment thereof shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c.

1 Initial and return with bid \_\_\_\_\_



The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.

- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

**D. ACCEPTABILITY OF INSURERS**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

**E. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

**F. SUBCONTRACTORS**

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

**G. WORKERS COMPENSATION INDEMNITY**

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

***Maritime (Jones Act and LHWCA) needed when work is performed over navigable bodies of water***

**H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT**

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, 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 Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

***Note: Successful bidder will be required to submit a certificate of insurance to Southern University as the certificate holder.***

***PO Box 9534-Baton Rouge, LA 70813***