

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			08/27/2026 11:00 AM CT	
SOLICITATION RFQ-0000002891 SUPPLIER # SUPPLIER NAME AND ADDRESS 			RETURN BID TO lsubids@lsu.edu Buyer Sharday Warner Mckinley Buyer Phone Buyer Email swarner@lsu.edu Issue Date 08/11/2026	
TITLE: Supplemental Labor for Boiler Maintenance - Term Contract				
To Be Completed By Supplier _____ "No Bid" (sign and return this page only). _____ My Company does not wish to receive future solicitations for this spend category. - Specify your Delivery: To be made within _____ days after receipt of order. - If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto. General Instructions to Suppliers - Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. - Read the entire solicitation, including all terms, conditions and specifications. - All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. - Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. - Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. - By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.				
SUPPLIER NAME			MAILING ADDRESS	
AUTHORIZED SIGNATURE			CITY, STATE ZIP	
PRINTED NAME			PHONE #	
TITLE			FAX #	
E-MAIL			FEDERAL TAX ID #	

SPECIAL TERMS & CONDITIONS	INVITATION TO BID	Page 2
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<u>1. Bid Submission Information</u>		
All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to lsubids@lsu.edu (<i>This email address should be used for bid submissions only</i>). Any bids sent directly to the Buyer of record will not be forwarded to the "Return Bid To" email.		
When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.		
It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.		
The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.		
<u>2. Bid Opening Information</u>		
Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:		
https://lsu.zoom.us/meeting/register/QLfFfBZmRqio9DF9ESf0QA		
After registering, a confirmation email will be provided containing information about joining the bid opening.		
No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.		
If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.		
<u>3. Method of Award</u>		
All or None - Bid shall be awarded to the lowest responsible and responsive supplier for all items.		
<u>4. Insurance Requirements</u>		
Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.		
5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.		
6. All questions must be emailed to: swarner@lsu.edu		

STANDARD TERMS & CONDITIONS	INVITATION TO BID	Page 3
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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern. Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.		
1. Supplier Enrollment		
Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email suppliers@lsu.edu. The supplier enrollment form can be located at: http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php		
2. Bid Delivery and Receipt		
Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose. Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.		
3. Bid Forms		
Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.		
4. Interpretation of Solicitation/Supplier Inquiries		
If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question. No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.		
5. Bid Addenda		
Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/ time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.		
6. Bid Opening		
Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.		
7. Special Accommodations		
Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.		

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8. Standards of Quality Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. 9. New Products/Warranty/Patents All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified. The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage. Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless. 10. Descriptive Information Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested. 11. Bids/Prices/F.O.B. Point • The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc. • Bids other than F.O.B. LSU Destination may be rejected. • Bids indicating estimated freight charges may be rejected. • Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected. • Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis. • Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected. • Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected. • In the event of extension errors, the unit price bid shall prevail. 12. Taxes Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc. 13. Terms and Conditions This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified. 14. Supplier Forms/LSU Signature Authority The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc. The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment. 15. Awards Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities. All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.		

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16. Acceptance of Bid Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid. 17. Applicable Law All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana. 18. Awarded Products/Unauthorized Substitutions Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment. 19. Testing/Rejected Goods Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect. 20. Delivery Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs. 21. Default of Supplier Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award. 22. Supplier Invoices Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable. 23. Delinquent Payment Penalties Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. 24. Assignment of Contract/Contract Proceeds Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. 25. Right to Piggyback Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders. 26. Contract Cancellation LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress. 27. Prohibited Contractual Arrangements Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.		

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28. Equal Employment Opportunity Compliance By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation. 29. Mutual Indemnification Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence. 30. Certification of No Suspension or Debarment By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.sam.gov. 31. Right to Audit The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603. 32. Data Privacy By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the LSU Privacy Statement.		

PRICE SHEET		INVITATION TO BID			Page 7	
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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Facility Svcs 70 Engineering Ln Baton Rouge, LA 70803						
1	All or None Service Technician - Standard Labor Rate	5000	Hour	\$ _____	\$ _____	
2	All or None Pipe Fitter - Standard Labor Rate	25	Hour	\$ _____	\$ _____	
3	All or None Welder - Standard Labor Rate	210	Hour	\$ _____	\$ _____	
4	All or None Welder - Overtime Labor Rate	25	Hour	\$ _____	\$ _____	

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT	
5	All or None Pipe Fitter - Overtime Labor Rate	25	Hour	\$ _____	\$ _____	
6	All or None Service Technician - Overtime Labor Rate	100	Hour	\$ _____	\$ _____	



Supplemental Labor for Boiler Maintenance Specifications

SCOPE OF WORK

LSU Facilities is soliciting bids from qualified, competent, certified, and licensed suppliers to assist with the maintenance of boilers and water heaters across all LSU campus buildings. Boiler inspections and maintenance requirements are regulated by the Office of State Fire Marshal (LAC Title 55, Part V, Chapter 50). All work performed shall generally align with the American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code and the National Board guidelines for boilers. This contract is expected to be all inclusive of all necessary items, equipment, tools, etc. required to perform annual preventative maintenance on boilers and to satisfy the requirements set forth below. The Facilities designated personnel will make work assignments and delegate tasks to the supplier using work orders. Any overtime or change order request must be approved in writing prior to the start of work. Work assignments include but are not limited to annual external inspections, internal inspections, service calls, troubleshooting, maintenance, and installation.

REQUIRED SERVICES

Supplemental labor, technical support, maintenance, and installation of fire tube and water tube water boilers and steam boilers. Supplemental labor must be furnished on an as needed basis at the request of LSU Facilities to include, but not limited to the following tasks:

Preventive Maintenance and Testing shall include the following:

- **Operator Monitoring:** Combustion testing, and comprehensive annual teardown.
- **Safety Controls:** Routine PM must ensure the functionality of operating controls, limit controls, and critical safety devices like the **Low Water Cut-Off (LWCO)**.
- **Testing:** Hydrostatic tests can be ordered at the discretion of the State's assistant secretary or inspector if the safety of the boiler is in question.
- **Blowdown Operations:** Conduct blowdowns and water column blowdowns to clear sediment and sludge.
- **Emissions & Operation:** Industrial boilers with particulate matter (PM) or air permit requirements require an approved maintenance and repair plan, with annual inspection and repair logs kept on-site for review.

Facilities shall have the right to request specific types of workers to perform all work within this contract which shall meet the compliance of state-licensed inspectors who hold valid commissions issued by the National Board of Boiler and Pressure Vessel Inspectors. All workers supplied under this contract shall meet the standards outlined below and regulated by the Office of State Fire Marshal. Facilities shall have the right to request specific types of workers based upon assignment needs. Any welder supplied must be certified with "R" stamp from National Board of Boiler and Pressure Vessel Inspectors. Welds must meet the specifications of Facilities.



All work performed under this contract must meet the requirements of:

- ASME Code and National Board Standards - Section VIII
- ASME Boiler and Pressure Vessel Code (BPVC) - Section VII
- Louisiana Administrative Code (LAC) 55:V. Chapter 50
- Louisiana R.S. 23:531 – R.S. 23:546

The supplier must will be involved in routine inspection and maintenance of the following boiler components:

1. Steam Drum
 - a. Manway gasket faces
 - b. Steam drum separation systems
 - c. Piping
 - d. Tube ends and ID of tubes
 - e. ID of drum
 - f. OD of drum
2. Mud Drum
 - a. Manway gasket faces
 - b. Mud drum internal system
 - c. Piping
 - d. Tube ends and ID of tubes
 - e. ID of drum
 - f. OD of drum
3. Burners
 - a. Burner Tips
 - b. Dampers
 - c. Linkage
 - d. Igniter
 - e. Diffuser
 - f. Motor
4. Tubes-bulges, hotspots, scaling
 - a. Furnace tubes
 - b. Generating tubes
 - c. Super heater tubes
 - d. Wetback tubes
 - e. Dryback tubes
5. Refractory
 - a. Burner refractory
 - b. Convection seals
 - c. Seals around doors and ports
 - d. Rear wall



6. Ductwork, Expansion Joints and Dampers
 - a. Stack
 - b. Cold air from fan to wind box Air preheater
 - c. Hot air duct from boiler outlet to APH or Economizer
 - d. Hot air duct from APH or economizer to stack
 - e. Flue Gas Recovery
7. Economizer- check for bulges, hot spots, pits, scaling
 - a. Tubes
 - b. Fins
8. Piping and Valves
 - a. Feed water
 - b. Steam outlet
 - c. Fuel
 - d. Blowdown
 - e. Relief Valves
9. Control Systems
 - a. Analyzers
 - b. Sensors
 - c. Control valves
 - d. PLC
 - e. Wiring

1. CONTRACTOR QUALIFICATIONS

It is preferred that the supplier has a minimum of 10 years of experience as a licensed commercial contractor in the state of Louisiana. Suppliers should be proficient in working on the following systems: **Aerco, LAARS, Weil McClain, Lochinvar, Fulton, Hurst, and Cleaver Brooks.**

All suppliers should provide a minimum of three customer references of commercial/industrial experience with their bid. The University may contact the references to determine the supplier's qualifications, experience, past and present performance, and ability to meet contract obligations. Information received from the references shall be evaluated. LSU will make every attempt to successfully verify references, but it is the responsibility of the supplier to verify that the referenced contact will be available to speak to LSU if needed. If additional references are given, LSU reserves the right to pick another reference at random and that reference is subject to the same verification. See (Appendix A) for the reference form which must be utilized. If not submitted with bid, it must be submitted upon request within the requested timeframe by LSU Procurement. Failure to provide this evidence is grounds for rejection of your bid.



The following licenses and/or certifications are required under this contract:

1. The Supplier shall possess a Louisiana State Licensing Board for Contractors - Louisiana Commercial License Certificate with the following classification types:

- Mechanical or
- Limited Specialty Services

Louisiana State Contractor's License Number: _____

- License must be active at the time of bid submission.

2. The Supplier must possess a license to *Install, Move, and Reinstall Boiler* issued by the Louisiana State Fire Marshal's Office (RS 23:543 and RS 23:544).
3. National Board of Boiler & Pressure Vessel Inspectors "R" symbol as authorized by the National Board Inspection Code and NB-415, Accreditation of "R" Repair Organizations.
4. Certificate of Authorization from The American Society of Mechanical Engineers for Boiler and Pressure Vessel Code.
5. Certificate of Authorization from The American Society of Mechanical Engineers for Boiler and Pressure Vessel Code.
6. The Supplier must possess a State Specialty Subclassification for *Steam and Hot Water Heating in Buildings or Plants* (RS 37:2156.2).
7. The Supplier must possess a master plumber license with the state Plumbing Board of Louisiana.
8. *Suppliers are encouraged to provide copies of their current licenses and certifications with their bid (these will be verified prior to award). If licenses and certifications are not submitted with the bid, this may result in a bid rejection. Proof of licensure may be requested by LSU at any time during the contract duration. Failure to provide valid licensure may result in termination of this contract.*

2. SUBCONTRACTORS

The entirety of the contract shall not be subcontracted but a portion or portion(s) of the work may be subcontracted. Subcontractor must be identified prior to award of the contract. After the bid is awarded, if the primary supplier needs to replace a subcontractor(s) during the term of the contract, the primary supplier must notify LSU Facilities. The supplier shall not subcontract any work of this contract without the prior written consent of Facilities. Such consent shall be granted at the discretion of Facilities. If subcontractor is approved, supplier shall serve as the primary supplier for all correspondence and work performed pursuant to its contract. The primary supplier shall be responsible for all deliverables referenced in this solicitation. If a subcontractor fails to meet minimum requirements (such as showing up to the job site and performing work), LSU will require the primary supplier to remedy the issue within 24 hours. If such failures occur on the part of the primary supplier, LSU may have the option to cancel the contract.



3. WORKING HOURS

Work shall be performed within the normal hours of LSU Facilities, unless otherwise specified. These hours are from 7:30 am to 4:00 pm, Monday through Friday. Payment will only be made for hours worked on LSU's campus. Regular scheduled work will be based upon an eight-hour day. LSU shall not pay for travel time. Some locations may require work to be performed before or after hours due to the operation hours of the buildings.

Any work outside of normal hours must be coordinated in advance and considered overtime hours.

Overtime hours must be approved in writing by LSU Facilities prior to the start of any work outside of normal hours. LSU is not responsible for paying for unapproved/unauthorized overtime work.

4. SCHEDULING OF WORK

LSU Facilities personnel will make work orders based on schedules for boiler preventative maintenance to be performed within the state boiler guidelines and requirements. These schedules will be made with input from the supplier. It is imperative that the provided schedule be followed by the supplier. Failure to follow these pre-approved schedules by the supplier could result in termination of this contract. The supplier must send qualified workers immediately to call outs requested by Facilities during normal working hours.

In the event of an emergency, the supplier must be able to have appropriate personnel respond on-site, within 2 hours of receiving the call. Any supplies and materials needed for emergency repairs must be coordinated with the Facilities supervisor. An emergency event would consist of any faults in the boiler or water heater systems requiring repairs that would cause an environmental impact or prompt a visit from the Fire Marshal.

If, in the opinion of the University, the supplier's performance of the required work is unsatisfactory and attempts to remedy have proven unsuccessful, the University may cancel the remaining portion of this contract in accordance with the Term Contract Special Terms and Conditions. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. See #21 in Standard Terms and Conditions.

5. PAYMENT

Payment will be made based on verified time worked on site upon completion of work. LSU reserves the right to withhold payment for any unverified hours, incomplete invoices, failure to respond to requests, or time not spent performing work on site. Travel time, preparation, and standby periods are not billable. Invoice payments are based on hours verified by the LSU Manpower Time Sheet (Appendix B). This time sheet must be signed by Facilities personnel each week for the days worked on site. The signed LSU Manpower Time Sheet must be submitted with the corresponding invoice. Failure to submit all required documentation with the invoice, including the LSU Manpower Time Sheet (must be signed by Facilities personnel), invoice, and description of work, may result in nonpayment. Invoices must be emailed to accounts payable at aptravel@lsu.edu upon completion of work with the required support documentation;



invoices sent by any other means will not be accepted. All work invoiced against this labor contract, shall fit within the listed line-item descriptions and only these descriptions may be billed against this contract.

Labor for estimating other bid work not associated with this labor contract may not be billed to this contract purchase order (PO) and will require a separate PO.

Invoices must include the following:

- Invoice number
- Date
- Work order number (provided by LSU)
- Contract PO number (issued upon award)
- State ID of the boiler work was performed
- Well defined description of the work that was performed (include employee's full name and title -tradesman type
- Quantity of hours per unit cost and totals for each line item
- LSU Manpower Time Sheet (must be signed by Facilities)

6. TOOLS, EQUIPMENT, & TRANSPORTATON

The supplier must furnish all necessary tools (hand and specialty), testing and inspection devices necessary to fulfill the requirements of this bid, at no additional cost to the University. This includes, but is not limited to, any transportation to and from the job site. LSU is not responsible for supplying items required to perform inspections or installation of boilers.

The supplier shall submit a list of materials requested for specific scopes of work to the Facilities supervisor for approval, prior to any workers being sent to a job site. The University will not be responsible for paying "standby" labor rates for suppliers due to personnel waiting for materials/supplies. The Facilities supervisor will notify the contractor when the requested materials are on site.

Supplier shall provide an itemized invoice for all materials requested. The itemized invoice must match the agreed upon materials that were to be purchased.

*Any surplus materials/supplies shall become the property of the University. *

7. CLEAN UP & PROTECTION

Upon arrival at the site, if any area or conditions of the work environment are found to be insufficient and unsafe, the supplier must notify LSU Facilities in writing, prior to any work being performed. It is the supplier's responsibility to protect the job site during work times and correct any damage caused by the supplier while on site. The supplier is responsible for removal of all discarded materials from the work site at the end of each day worked. The use of University dumpsters is strictly prohibited without prior written approval. Any costs associated with clean up shall be the responsibility of the supplier.



8. IDENTIFICATION & CRIMINAL HISTORY CHECKS

All personnel of the Supplier will be required to wear, at all times on the premises, a uniform with identification badges stating company name and worker's name. Due to the diverse workforce, faculty and students at the University, there are many vulnerable populations in the campus community. In an effort to ensure their safety, the Supplier must provide a letter certifying that criminal history checks have been conducted on all personnel providing service to the University. Said letter shall be provided upon request from Facilities contract manager. As supplier adds employees throughout the contract period, an updated letter must be provided. An updated letter will be required every year, upon request, for all employees, and any additional employees that may be used. The criminal history check information must be maintained on file by the Supplier, and LSU reserves the right to request copies of the criminal history checks at any time. The Supplier shall be required to adhere to all University policies.

9. PARKING

All suppliers performing work on the university campus are required to obtain proper parking credentials through the Parking & Transportation Services office. LSU will not be responsible for providing or paying for parking. If a supplier would like to request access to a specific lot and/or space within a given lot, they must coordinate with their LSU Project Manager or point of contact, and Parking & Transportation Services. All supplier vehicles on campus must be registered with Parking & Transportation Services and must provide an up-to-date vehicle make, model, color, and license plate number. Suppliers with a valid parking pass must request access to a specific lot. Suppliers will be granted access only to their approved lot.

Suppliers requesting to purchase a permit must officially submit a [Contractor Staging & Contractor Parking](#) Permit Request Form. For questions regarding this policy, see LSU Parking and Transportation Services website at www.lsu.edu/parking.

PERIOD

The contract period is to be effective from the date of award and continue until June 30, 2027, for a one (1) year period. If mutually agreed, the contract may be extended for two (2) additional 1-year periods under the same terms and conditions.



QUALITY OF WORK

LSU shall be the sole judge of performance under the terms of this contract. Where work does not conform to the above standards, the supplier will be notified in writing. Satisfactory corrections will be made within five (5) working days after notification at no cost to the University. If satisfactory corrections are not made within the five (5) working day timeframe, a Deficiency Complaint Report will be issued. The University may cancel this contract in accordance with the Term Contract Special Terms and Conditions and proceed to award to the next qualified supplier or rebid at its option.

EXECUTION OF WORK

The supplier shall provide a sufficient number of personnel who possess the vital experience and skills necessary to perform the contracted work and shall not arbitrarily remove skilled and experienced personnel from any University project during the term of the contract and any renewals. Supplier personnel changes that adversely impact the work in any manner may result in a Deficiency Complaint Report. See the Term Contract Special Terms & Conditions document for information on Deficiency Complaint Reports.

The Supplier shall adhere to Louisiana State University policy statements and guiding documents set forth by the University Environmental, Health, and Safety Program, University Safety Policy, and University Safety Manual.

Links are listed below.

<https://www.lsu.edu/ehs/>

https://www.lsu.edu/policies/ps/ps_19.pdf

<https://www.lsu.edu/ehs/about/references-and-forms/university-safety-manual.php>

LSU reserves the right to demand the removal/replacement of any employee who is deemed by Office of Facility Services to have inadequate training and experience to perform the task to which he or she is assigned.

AWARDING OF BID

All or None- Award will be made to the lowest responsible and responsive supplier for all items.

Appendix A

Contractor References

Provide a minimum of three (3) references for projects completed within the last ten (10) years that are similar in scope, size, and complexity to the work being solicited. LSU reserves the right to contact any or all references provided.

Reference #1

Company Name:

Project Name:

Owner Contact Name:

Title:

Phone:

Email:

Contract Amount:

\$ _____

Project Completion Date:

Brief Description of Work:

Reference #2

Company Name:

Project Name:

Owner Contact Name:

Title:

Phone:

Email:

Contract Amount:

\$ _____

Project Completion Date:

Brief Description of Work:

Reference #3

Company Name:

Project Name:

Owner Contact Name:

Title:

Phone:

Email:

Contract Amount:

\$ _____

Project Completion Date:

Brief Description of Work:

Certification by Bidder

I certify that the information provided is accurate and complete. I understand that Louisiana State University may contact any reference listed and may verify any information provided. Providing false or misleading information may result in rejection of the bid or termination of any resulting contract.

Authorized Representative: _____

Title: _____

Company: _____

Signature: _____

Date: _____

Appendix B

LSU MANPOWER TIME SHEET

EMPLOYEE NAME _____

Date **October 14, 2025**

	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.	
Time In	7:30AM	9:00AM						WEEK TOTAL
Time Out	3:30PM	4:30PM						
HOURS	8	7.5						155
ID #	341582	259846						
AREA	459 Commons	Thomas Boyd						
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
HOURS								
ID #								
AREA								
Day Total:	8	7.5						15.5

LSU REP APPROVAL: _____

Date _____

Invoice # _____

Appendix C

Boiler List

Asset Name	Asset Number	Manufacturer	Model	Building	Floor	Space	Room/Area
459	B-459-178248	Fulton		459	General	General	O/S Mechanicalroom
459	B-459-178248	Fulton		459	General	General	O/S Mechanicalroom
459	B-459-178248	Intellihot		459	General	General	O/S Mechanicalroom
459	B-459-178248	Intellihot		459	General	General	O/S Mechanicalroom
Acadian Hall *New* (Ruud) water heater	B-463-157850 (19556)	RUUD	G65-400A	Acadian Hall - Dormitory (17-0084)	General	General	(New Section) Boiler Wtr Htr Room (outside).
Acadian Hall *Old* (Ruud) water heater	B-463-157850	State		Acadian Hall - Dormitory (17-0084E)	General	General	(Old Section) Boiler Wtr Htr Room (outside).
Agriculture Chemistry (Sellers) HVAC	B-335-215016	Sellers Engineering	S-175-W	Agricultural Chemistry (For Telecom Use) (17-0832)	General	General	Boiler Room-rear of building.
Annie Boyd (PVI) Domestic hot water heater #1	B-505-200243	PVI	1000-1200 P 225A-TPQS	Annie Boyd Hall - Dormitory (17-0062)	General	General	Mechanical Room
Annie Boyd (PVI) Domestic hot water heater #2	B-505-200244	PVI	1000-1200 P 225A-TPQS	Annie Boyd Hall - Dormitory (17-0062)	General	General	Mechanical Room
Aqua Culture (Rite Eng.) boiler	B-862-210849	Rite Eng	150 W	Aquaculture Headquarters (17-0391)	General	General	O/S mech room.
BEC-Business Education Complex (Fulton) HVAC heating boiler	B-214-193650 (24487)	Fulton	VIG-4000	BEC Business Education Rotunda (17-1154)	1	1000	O/S Building C Mech room.
Blake Hall (PVI) Domestic hot water heater #1	B-461-160064	PVI	1000-1200 P400A TPQS	Emily H. Blake Hall - Dormitory (17-0215)	General	General	Water heater room
Blake Hall (PVI) Domestic hot water heater #2	B-461-160065	PVI	1000-1200 P400A TPQS	Emily H. Blake Hall - Dormitory (17-0215)	General	General	Water heater room
Broussard Hall (State) DHW	B-98-795555 (03263)	State	R72-360A	J.F. Broussard Hall - Dormitory (17-0240)	General	General	Mech. Room 175
Broussard Hall (State) DHW	B-98-193615	State	SBD85365NEA	J.F. Broussard Hall - Dormitory (17-0240)	General	General	Rm. 142/1st. Floor
CAMD (Burnham) boiler #1	B-5005-111406	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
CAMD (Burnham) boiler #2	B-5005-111407	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
CAMD (Burnham) boiler #3	B-5005-111408	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
CAMD (Burnham) boiler #4	B-5005-111409	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
CAMD (Burnham) boiler #5	B-5005-111410	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
CAMD (Burnham) boiler #6	B-5005-111411	Burnham	806B-WI	CAMD Office Building #1 (17-0890)	General	General	Rm 113 (2nd floor).
Campus Public Safety (Laars) HVAC	B-211-127630 (10671)	LAARS	HH0715LN09K1ACX	University Public Safety Building (17-0830)	General	General	Left side of LSUPD bldg. (outside blrm)
Carl Maddox Field House (Bryan) HVAC boiler	B-121-154167 (19518)	Bryan	RV300-W-FDG-LX	Carl Maddox Field House (17-0321)	General	General	Mech Rm 111 (outside) near tennis court.
Carl Maddox Field House (State) HVAC boiler	B-121-154167 (19518)	State	RV300-W-FDG-LX	Carl Maddox Field House (17-0321)	General	General	Mech Rm 111 (outside) near tennis court.
Carl Maddox Field House (State) HVAC boiler	B-121-154167 (19518)	State	RV300-W-FDG-LX	Carl Maddox Field House (17-0321)	General	General	Mech Rm 111 (outside) near tennis court.
Cedar hall (Aerco) HVAC boiler #1	B-85-209751	Aerco/Benchmark	BMK 2000	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Cedar hall (Aerco) HVAC boiler #2	B-85-209752	Aerco/Benchmark	BMK 2000	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Cedar hall (Aerco) HVAC boiler #3	B-85-209753	Aerco/Benchmark	BMK 2000	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Cedar hall (Bock) domestic water heater #1	B-85-209754	Bock	OT500N-A	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Cedar hall (Bock) domestic water heater #2	B-85-209755	Bock	OT500N-A	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Cedar Hall (Bock) domestic water heater #3	B-85-209756	Bock	OT500N-A	Cedar Hall - Dormitory (17-1299)	General	General	Mechanical Room 1418(rear of building).
Chancellor Residence (Laars) HVAC heating boiler	B-2959-140596-(10354)	LAARS	PW0500IN09K1A	System Presidents Residence (17-0522)	General	General	Boiler room outside (rear)-near pool.
Chancellor Residence (Raypak) Pool Heating	B-2959-154155 (18918)	Raypak	P-0724	System Presidents Residence (17-0522)	General	General	O/S-Pool
Chemistry & Material Building/ChoppinAnnex (PVI) DHW	B-484-209813	PVI	1100-750P225A-QSDTP	A.R. Choppin Hall - Chemistry (17-0352)	General	General	Chem. & Materials Build. Rm# 213.
Companion Animal Alliance	B-740-148326	Rheem	GHE805U-130	Companion Animal Alliance Shelter (17-1297)	General	General	Gourrier Ave.-(next to Genex)

Companion Animal Alliance	B-740-148326	Rheem	GHE805U-130	Companion Animal Alliance Shelter (17-1297)	General	General	Gourrier Ave.-(next to Genex)
Cotton Fiber (Raypak) heating boiler #1	B-302-199819	Raypak	H2-2100	Cotton Fiber Lab (17-0230)	General	General	Boiler room
Cotton Fiber (Raypak) heating boiler #2	B-302-199820	Raypak	H2-2100	Cotton Fiber Lab (17-0230)	General	General	Located in main building-(not opened bring KEY!)
Cypress Hall (Aerco) Benchmark 2000 #1	B-83-171095 (24395)	Aerco/Benchmark	innovation 1060	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Cypress Hall (Aerco) Benchmark 2000 #2	B-83-171096 (24396)	Aerco/Benchmark	Benchmark 2000	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Cypress Hall (Aerco) Benchmark 2000 #3	B-83-171097 (24397)	Aerco/Benchmark	Benchmark 2000	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Cypress Hall (Aerco) Innovation 1060 #1	B-83-171092 (24392)	Aerco/Benchmark	innovation 1060	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Cypress Hall (Aerco) Innovation 1060 #2	B-83-171093 (24393)	Aerco/Benchmark	innovation 1060	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Cypress Hall (Aerco) Innovation 1060 #3	B-83-171094 (24394)	Aerco/Benchmark	innovation 1060	Cypress Hall (17-1245)	General	General	Mechanical Room 1915 (Outside).
Genex (Laars)	B-735-118444	Laars		Aquatic Germplasm & Genetic Resources Ctr (17-0100)	General	General	Rm #115
Digital Media (Fulton)	B-341-201540	Fulton		Digital Media Center (17-1128)	General	General	Inside
Digital Media (Fulton)	B-341-201540	Fulton		Digital Media Center (17-1128)	General	General	Inside
Early Childhood Education Lab. (State) DHW	B-313-169645	State		Early Childhood Education Laboratory Preschool (17-0950)	General	General	Attic 1121
Early Childhood Education Lab. (Rudd) water heater	B-313-169644	RUUD	ES120-24-G	Early Childhood Education Laboratory Preschool (17-0950)	General	General	Attic 1001-C
Early Childhood Education Laboratory (Laars) HVAC	B-313-212658	LAARS	MT2V0750NACK1PJN	Early Childhood Education Laboratory Preschool (17-0950)	General	General	O/S mech room-in fenced area.
East Campus Apts. (PVI) DHW #1	B-551-144946	PVI	1500 P 400A-TP	Power, Nora N - Act Bldg-East Campus Apt (17-0865)	General	General	Activity Center Blrm (outside)
East Campus Apts. (PVI) DHW heater #2	B-551-144947	PVI	1500 P 400A-TP	Power, Nora N - Act Bldg-East Campus Apt (17-0865)	General	General	Activity Center Blrm
East Campus Apts. (PVI) Domestic hot water heater #3	B-551-207560	PVI	1500 P 400A-TP	Power, Nora N - Act Bldg-East Campus Apt (17-0865)	General	General	Activity Center Blrm (outside)
ECE (PVI) Domestic hot water heater #1	B-225-162467 (21960)	PVI	1500 P 400A-TP	Energy, Coast, And Environment Mech Bldg (17-1087)	General	General	Boiler Room-In fenced area (near boat shop).
ECE (PVI) Domestic hot water heater #2	B-225-162468 (21961)	PVI	1500 P 400A-TP	Energy, Coast, And Environment Mech Bldg (17-1087)	General	General	Boiler Room-In fenced area (near boat shop).
ECE(Hurst) Firetube HVAC	B-225-214772	Hurst	SE-G-250-125W	Energy, Coast, And Environment Mech Bldg (17-1087)	General	General	Inside Boat Yard fenced area.
Engineering Annex (Bryan) HVAC heating boiler #1	B-234-154152-(13924)	Bryan	CL 120-S-15-FDG	Engineering Laboratory Annex Building (17-0253)	General	General	Rear boiler room.
Engineering Annex (Bryan) HVAC heating boiler #2	B-234-154153 (13925)	Bryan	CL 120-S-15-FDG	Engineering Laboratory Annex Building (17-0253)	General	General	Rear boiler room.
Engineering Annex (PVI) DHW heater #3	B-234-187241	PVI	40N125A-G	Engineering Laboratory Annex Building (17-0253)	General	General	Rear boiler room.
Faculty Club (RBI)	B-516-132692	RBI	8W121	Faculty Club (17-0079)	General	General	Blrm-inside kitchen.
Football Ops (AO Smith) DHW-Kitchen	B-187-209761	A.O. Smith	BH-500A 300	Football Operations Building (17-1022)	General	General	Boiler Room-for kitchen use.
Football Ops (AO Smith)	B-187-174343	Fulton	MN: VTG -3000	Football Indoor Practice Facility (17-0793)	General	General	Indoor Practice Facility
Football Ops (AO Smith)	B-187-174343	Fulton	MN: VTG -3000	Football Indoor Practice Facility (17-0793)	General	General	Indoor Practice Facility
Football Ops (PVI) DHW heater #1	B-187-174341	PVI	1000P 500A - TP	Football Operations Building (17-1022)	General	General	Outside boiler room
Football Ops (PVI) DHW heater #2	B-187-174342	PVI	1000P 500A - TP	Football Operations Building (17-1022)	General	General	Outside boiler room
Football Ops (Raypak) boiler	B-187-209762	Raypak	H7-2004A	Football Operations Building (17-1022)	General	General	East boiler room O/S

Football Ops (Raypak) boiler	B-187-209763	Raypak	H7-2004A	Football Operations Building (17-1022)	General	General	East boiler room O/S
Football Ops (Raypak) boiler	B-187-209764	Raypak	H7-2004A	Football Operations Building (17-1022)	General	General	East boiler room O/S
Foundation bldg (Raypak) HVAC boiler	B-144-207808	Raypak	H8-1259B	LSU Foundation Center for Philanthropy (17-1253)	General	General	3rd floor mech room
Frenchhouse (Laars) Boiler #1 HVAC	B-465-215132	LAARS	LFTHW399NX	French House (17-0051)	1	100	Boiler Room is inside-across from Old Acadian.
Frenchhouse (Laars) Boiler #2 HVAC	B-465-215133	LAARS	LFTHW399NX	French House (17-0051)	General	General	
Graphic Services (Bryan) HVAC	B-197-148498 (19502)	Bryan	CL180-W-G1	River Road Annex Building (17-0323)	General	General	Boiler Room (Outside)
Gymnastics Bldg. (Lochinvar) HVAC	B-111-202956	Lochinvar	FNB1500	Gymnastics Building (17-1248)	General	General	Mechanical Room 160
Gymnastics Bldg. (Lochinvar) HVAC	B-111-202957	Lochinvar	FNB1500	Gymnastics Building (17-1248)	General	General	Mechanical Room 160
Gymnastics Bldg. (Rheem) DHW	B-111-202959	Rheem	GHE 100ES-200A	Gymnastics Building (17-1248)	General	General	Outside Boiler Room
Gymnastics Bldg. (Rheem) DHW (tank use only)	B-17-1248-202958	Rheem	GHE 100ES-200A	Gymnastics Building (17-1248)	General	General	Outside Boiler Room
Herget Hall (PVI) Domestic hot water heater #1	B-462-161771	PVI	1000-1200 P400A TPQS	Mary Coleman Herget Hall - Dormitory (17-0231)	General	General	Boiler Room (outside/ lakeside).
Herget Hall (PVI) Domestic hot water heater #2	B-462-161772	PVI	1000-1200 P400A TPQS	Mary Coleman Herget Hall - Dormitory (17-0231)	General	General	Boiler Room (outside/rear- lakeside).
Herget Hall (PVI) Domestic hot water heater #3	B-462-161773	PVI	1000-1200 P400A TPQS	Mary Coleman Herget Hall - Dormitory (17-0231)	General	General	Boiler Room (outside/rear- lakeside).
HP Long fieldhouse HVAC Lochinvar Crest (Leader)	B-114-211625	Lochinvar	Crest FBN3001	H.P. Long Field House (17-1347)	General	General	located in PMAC mechanical room
HP Long fieldhouse HVAC Lochinvar Crest(Mem.#1)	B-114-211626	Lochinvar	Crest FBN3001	H.P. Long Field House (17-1347)	General	General	located in PMAC mechanical room
La. Emerging Tech. Center (Fulton) boiler #2 HVAC	B-340-174347	Fulton	PHW-2000	Louisiana Emerging Technologies Center (17-0954)	General	General	Rm. #230A
La. Emerging Tech. Center (PVI) DHW	B-340-0954-174345	PVI	560N 125A-PV	Louisiana Emerging Technologies Center (17-0954)	General	General	Rm #246 (2nd floor).
La. EmergingTech. Center (Fulton) boiler #1 HVAC	B-340-174346	Fulton	PHW-2000	Louisiana Emerging Technologies Center (17-0954)	General	General	Rm. #230A
Lab School (Fulton) DHW	B-528-190131 (24279)	Fulton	phw-1000	Lab High School (17-0130)	General	General	Back of Boiler Room.
Lab School (Laars) HVAC	B-528-213159	LAARS	OCH3000NJD1XX	Lab High School (17-0130)	General	General	
Lab School (Laars) HVAC	B-528-213160	LAARS	OCH3000NJD1XX	Lab High School (17-0130)	General	General	Boiler Room
Lab School (Laars) HVAC	B-528-213161	LAARS	OCH3000NJD1XX	Lab High School (17-0130)	General	General	Boiler Room
Lab School (Ruud) DHW	B-528-131295	RUUD	GLD77-5001	Lab High School (17-0130)	General	General	Cafeteria Kit (Rm #144)
Laville_East (Fulton) Boiler #1	B-455-194504	Fulton	PDWH-1000	East Germaine Laville Hall - Dormitory (17-0124)	General	General	Bldg. 455/Boiler room (ground floor).
Laville-East (Aerco) DHW heater #1	B-455-194507	Aerco/Benchmark	2.0 Low Nox	East Germaine Laville Hall - Dormitory (17-0124)	General	General	Bldg. 455-Boiler room (ground floor).
Laville-East (Aerco) DHW heater #2	B-455-194508	Aerco/Benchmark	2.0 Low Nox	East Germaine Laville Hall - Dormitory (17-0124)	General	General	Bldg. 455-Boiler room (ground floor).
Laville-East (Fulton) #2	B-455-194505 (24301)	Fulton	PDWH-1000	East Germaine Laville Hall - Dormitory (17-0124)	General	General	Bldg. 455/Boiler room (ground floor).
Laville-East (Fulton) #3	B-455-194506 (24300)	Fulton	PDWH-1000	East Germaine Laville Hall - Dormitory (17-0124)	General	General	Bldg. 455/Boiler room (ground floor).
Laville-West (Aerco) DHW heater #1	B-457-193647	Aerco/Benchmark	2.0 Low Nox	West Germaine Laville Hall (17-0125)	General	General	O/S Blrm. Rear
Laville-West (Aerco) DHW heater #2	B-457-193648	Aerco/Benchmark	2.0 Low Nox	West Germaine Laville Hall (17-0125)	General	General	O/S Blrm. Rear
Laville-West (Fulton) HVAC heating boiler #1	B-457-193644	Fulton	PDWH-1000	West Germaine Laville Hall (17-0125)	General	General	O/S Blrm. Rear

Laville-West (Fulton) HVAC heating boiler #2	B-457-193645	Fulton	PDWH-1000	West Germaine Laville Hall (17-0125)	General	General	O/S Blrm. Rear
Laville-West (Fulton) HVAC heating boiler #3	B-457-193646	Fulton	PDWH-1000	West Germaine Laville Hall (17-0125)	General	General	O/S Blrm. Rear
Law Center (Ruud) DHW Heater	B-517-142150	RUUD	G65-360A	Hebert Law Center (17-0069)	General	General	Wtr Htr Rm
Lod Cook Conf. Center (RBI) WATER TUBE BOILER	B-648-157473 (19520)	RBI	TBD	Lod And Carole Cook Conference Center (17-0913)	General	General	Rear boiler bldg
Lod Cook Conf. Center (RBI) WATER TUBE BOILER	B-648-157472 (19521)	RBI	TBD	Lod And Carole Cook Conference Center (17-0913)	General	General	Rear boiler bldg.
Louise Garig (PVI) Domestic hot water heater #1	B-509-175634	PVI	500-450 P 225A-TPQS	Louise Garig Hall - Dormitory (17-0054)	General	General	Basement
Louise Garig (PVI) Domestic hot water heater #2	B-509-175635	PVI	500-450 P 225A-TPQS	Louise Garig Hall - Dormitory (17-0054)	General	General	Basement
LTRC (Laars) boiler HVAC	B-308-209812	LAARS	MT2H1250NACK1CJX	Louisiana Transportation Research Center (17-0276)	General	General	O/S Rear (behind fence)
LTRCTC New (Rite Engineering) #B-1 HVAC	B-308-174344	Rite Eng	63 W	Louisiana Transportation Research Center (17-0276)	General	General	New La Trans. (outside blrm)
McVoy Hall (Raypak) DHW Boiler	B-460-202991	Raypak	WH1-0514A	Liz Carter Mcvoy Hall - Dormitory (17-0220)	General	General	Boiler Room
Miller Hall-Joan-(PVI) DHW Heater	B-466-215008	PVI	100 L 225A-PVX	Joan C Miller Hall - Dormitory (17-0260)	General	General	Boiler Room
Miller Hall-Joan-(PVI) DHW Heater	B-466-215007	PVI	100 L 225A-PVX	Joan C Miller Hall - Dormitory (17-0260)	General	General	Boiler Room
Miller Hall-Joan-(PVI) DHW Heater	B-466-215006	PVI	100 L 225A-PVX	Joan C Miller Hall - Dormitory (17-0260)	General	General	Boiler Room
Music & Dramatic Arts/Band Hall (PVI) DHW	B-55-185944	PVI	700N 225A-Q5	Music & Dramatic Arts Building (17-0045)	General	General	Boiler Room in Music & Dramatic Arts Basement.
Natatorium (Laars) HVAC heating boiler	B-117-205241	LAARS	CNRF1352.1523674T	Natatorium (17-0429)	General	General	O/S mech room (small).
Natatorium (PVI) hot water heater	B-117-142159 (19539)	PVI	100N250-MX	Natatorium (17-0429)	General	General	O/S Wtr Htr Rm(small).
Natatorium Competition Pool (Lochinvar)	B-117-213171	Lochinvar	CPN2072	Natatorium (17-0429)	General	General	O/S mech room
Natatorium Dive Pool (Laars)	B-117-208693	LAARS	PNCP125ONACC3PJB	Natatorium (17-0429)	General	General	O/S mech room
Pete Maravich Assm. Ctr. (Laars) boiler #1	B-118-211601	LAARS	Mighty Therm 2	Maravich Assembly Center (17-0274)	General	General	Outdoor Mech Room
Pete Maravich Assy Ctr (Laars) boiler #2	B-118-208667	LAARS	Mighty Therm 2	Maravich Assembly Center (17-0274)	General	General	Outdoor Mech Room
Planning, Design, Construction (Laars) HVAC boiler	B-202-205236	LAARS	MT2H0400 NACK2CXX	Planning Design & Construction (17-0382)	General	General	Outside-(rear of building).
Poultry & Research (PVI)	B-969-144971	PVI	20P125A-MX	BH Poultry Farm Office/Lab Bldg-A (17-0969)	General	General	Mech Room 20
Renewable Natural Resources (PVI) DHW	B-283-207807	PVI	20 L 100A-GCL	Renewable Natural Resources Building (17-0464)	General	General	Ground Floor Mechanical Room
Renewable Natural Resources(Cleaver Brooks) HVAC	B-283-214770	Cleaver Brooks	CFC-E	Renewable Natural Resources Building (17-0464)	General	General	Boiler Room-side of building.
Renewable Natural Resources(Cleaver Brooks) HVAC	B-283-214771	Cleaver Brooks	CFC-E	Renewable Natural Resources Building (17-0464)	General	General	Boiler Room-side of building.
Res. College N. Hall (Benchmark)	B-110-215134	Benchmark	3.0 LN	Residential College One North Hall (17-1106)	1	100	Across street from Volley Ball Court.
Res. College N. Hall (Benchmark/AERCO) HVAC	B-110-212656	Benchmark	3.0 LN	Residential College One North Hall (17-1106)	1	100	Boiler Room/across street from Volley Ball Court.
Res. College S. Hall (Loch.) DHW #1	B-0110-211628	Lochinvar	PFN2001	Residential College One South Hall (17-1047)	General	General	Res. College S. Hall Rm 188 (Stair #2)
Res. College S. Hall (Loch.) DHW #2	B-0110-211629	Lochinvar	PFN2001	Residential College One South Hall (17-1047)	General	General	Res. South Hall Room 188, Stair #2
Res. College S. Hall (Loch.) DHW #3	B-0110-211627	Lochinvar	PFN2001	Residential College One South Hall (17-1047)	General	General	Res. College S. Hall Rm 188 (Stair #2)
Res. College W. (Fulton) HVAC heating boiler #1	B-0110A-178251	Fulton	MN: VTG -3000	Residential College One West Hall (17-1048)	General	General	Outside rm. #123, Inside rm. #126, (Mech, Room).

Res. College W. (Fulton) HVAC heating boiler #2	B-0110A-178252	Fulton	MN: VTG -3000	Residential College One West Hall (17-1048)	General	General	Outside rm. #123, Inside rm. #126, (Mech, Room).
Sea Grant (Ajax) HVAC	B-229-134948 (12743)	Ajax	SGX1050	Sea Grant Building (17-0091)	General	General	O/S Boiler Room.
Softball Stadium (PVI) DHW #1	B-760-193613	PVI	460 P 225 AE	Tiger Park Stadium Circa 2009 (17-1088)	General	General	Rm# 105/Girls Rest Room. (Tiger Park)
Softball Stadium (PVI) DHW #2	B-760-193614	PVI	460 P 225 AE	Tiger Park Stadium Circa 2009 (17-1088)	General	General	Rm# 105/Girls Rest Room.
South Campus (Kewanee) Boiler	B-3000-26729	Kewanee	H35200-G	Innovation Park Bldg 8000 Office (17-0955)	General	General	O/S Boiler Rm (end of road-near cooling tower).
South Stadium (A.O. Smith) DHW	B-129-Exempt	A.O. Smith	DSE 80A	South Stadium Upper Deck (17-1174)	General	General	3rd floor mech room.
South Stadium (Lochinvar/Knight) DHW	B-129-200174	Lochinvar	AWN200PM	South Stadium Upper Deck (17-1174)	General	General	(K) Floor #602B South Exp. (kitchen)
South Stadium (Lochinvar/Knight) DHW	B-129-200175	Lochinvar	AWN200PM	South Stadium Upper Deck (17-1174)	General	General	(K) Floor #602B South Exp. (kitchen)
South Stadium (Ruud) DHW	B-129- 171090	RUUD	GL84-528A-2	South Stadium Upper Deck (17-1174)	General	General	Visiting Team Locker Room Roof
South Stadium (Ruud) DHW	B-129-171091	RUUD	GL84-528A-2	South Stadium Upper Deck (17-1174)	General	General	Visiting Team Locker Room Roof
St. Gabriel Grn House Sugarcane Research (ThermoPak) heating boiler	B-21-111420	Thermopak	3-WA-2502	St. Gabriel Crossing Greenhouse (24-0031)	General	General	Hwy 30-(over tracks) o/s blrm at end of dirt road.
Student health (PVI) boiler	B-59-188928	PVI	600-500 P 225A-QSDTP	Student Health Center (C&L Infirmary) (17-0056)	General	General	Basement Blr Rm
Student Rec. Complex (Cleaver Brooks) Boiler A	B-665-207563	Cleaver Brooks	FLX-700-900-15ST	Student Recreation Complex Mechanical Bl (17-1039)	General	General	Bldg. 665 (Outdoor Mech. Rm) -across street.
Student Rec. Complex (Cleaver Brooks) Boiler B	B-665-207562	Cleaver Brooks	FLX-700-900-15ST	Student Recreation Complex Mechanical Bl (17-1039)	General	General	Bldg. 665 (Outdoor Mech. Rm) -across street.
Student Rec. Complex (Cleaver Brooks) Boiler C	B-665-207561	Cleaver Brooks	FLX-700-900-15ST	Student Recreation Complex Mechanical Bl (17-1039)	General	General	Bldg. 665 (Outdoor Mech. Rm) -across street.
Student Rec. Complex (PVI)	B-665-207565	PVI	1250-1100 P 600A-TPQSD	Student Recreation Complex Mechanical Bl (17-1039)	General	General	Bldg. 665 (Outdoor Mech. Rm) -across street.
Student Rec. Complex (PVI)	B-665-207564	PVI	1250-1100 P 600A-TPQSD	Student Recreation Complex Mechanical Bl (17-1039)	General	General	Bldg. 665 (Outdoor Mech. Rm) -across street.
Student Union (PVI)	B-38-	PVI		LSU Student Union (17-0221)	General	General	
Student Union (PVI)	B-38-	PVI		LSU Student Union (17-0221)	General	General	
Student Union (PVI)	B-38-	PVI		LSU Student Union (17-0221)	General	General	
Systems Building (Laars)	B-0001A-159970	Laars		University Administration (UAB) (17-0521)	General	General	Boiler Room
Tennis Facility (PVI) *Conquest* DHW	B-715-210847	PVI	70 L 130A-GCML	LSU Tennis Facility (17-1247)	General	General	Outside rear room #195
Tennis Facility (PVI) *Conquest* DHW	B-715-210846	PVI	70 L 130A-GCML	LSU Tennis Facility (17-1247)	General	General	Outside rear room #195
The Five (Fulton) HVAC heating boiler	B-95-187239 (24278)	Fulton	PHW-2000	The Five (17-0239)	General	General	Outside boiler room.
Tiger Band Hall (Fulton) HVAC heating boiler	B-80-189915	Fulton	PHW-750	Tiger Band Hall Mechanical Bldg (17-1109)	General	General	Outer building. (Room #105)
Vet Med. (Intellihot) HVAC	B-191-211610	Intellihot	IQ1501	Stephenson Pet Clinic (17-1345)	General	General	Stephenson boiler room.
Vet Med. (Lochinvar) Boiler #2	B-191-211609	Lochinvar	FBN1001	Stephenson Pet Clinic (17-1345)	General	General	Stephenson boiler room.
Vet Medicine (Laars)	B-191-160066	Laars	TBD	Veterinary Medicine (17-0370)	General	General	3 IA
Vet School (Cleaver Brooks) Boiler #1	B-191-201579	Cleaver Brooks	FLX-700-900-150ST	Veterinary Medicine (17-0370)	General	General	Main building mechanical room
Vet School (Nebraska) Boiler #2	B-191-028669	Nebraska	FLX-700-900-150ST	Veterinary Medicine (17-0370)	General	General	Vet. Med. Boiler Plant at rear of building.
Vet. Med. (Laars)-HVAC	B-191-211588	LAARS	CFH1000NHA1EX	V M LA Animal Disease & Diagnostic Laboratory - LADDL (17-1134)	General	General	Boiler in Large Animal Isolation building.
Vet. Med. (Lochinvar) - HVAC Boiler #1	B-191-211608	Lochinvar	FBN1001	Stephenson Pet Clinic (17-1345)	General	General	Stephenson boiler room.
Vet. School (PVI)	B-191-200158	PVI	1100 N 175A-QSD	V M LA Animal Disease & Diagnostic Laboratory - LADDL (17-1134)	General	General	Mechanical Room #1120 (Outside). LADDL

W. Camp Apts (PVI) Domestic hot water heater #1	B-60-167608	PVI	1500 P 400A TP	West Campus Apartment Activity Bldg #13 (17-0917)	General	General	Wtr Htr Rm outside near Activity Center.
W. Camp. Apts (PVI) Domestic hot water heater #1	B-60-167609	PVI	1500 P 400A TP	West Campus Apartment Service Bldg #14 (17-0936)	General	General	Wtr Htr Rm outside near Activity Center
W. Camp. Apts (PVI) Domestic hot water heater #2	B-60-167610	PVI	1500 P 400A TP	West Campus Apartment Service Bldg #14 (17-0936)	General	General	Wtr Htr Rm outside near Activity Center

LSU TERM CONTRACT – TERMS & CONDITIONS

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

1. Scope of Contract

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

2. Initial Contract Period

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

3. Contract Renewals/Extensions

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

4. Estimated Quantities

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

5. Firm Pricing

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

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

6. Insurance Requirements

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

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

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

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

8. Supplier Non-Performance

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

9. Contract Amendments

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

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

10. Price Reductions

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

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

11. Product Substitutions

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

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

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

12. Right to Add Department/Campus Users

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

13. Non-Exclusivity

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

14. Contract Usage Report

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

15. Contract Evaluation

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

16. Termination for Non-Appropriation of Funds

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

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

17. Termination for Convenience

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

18. Contract Documents

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

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



Insurance Minimum Limits and Requirements for Standard Contractor/Vendor Agreements

INSURANCE

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

Workers' Compensation

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

Commercial General Liability (CGL)

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

Automobile Liability

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

Excess Insurance

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

Other Insurance Requirements

Additional Insured Status

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

Waiver of Subrogation/Recovery

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

Primary Coverage and Limits of Insurance

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

Subcontractors

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

Deductibles and Self-Insured Retentions

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

Acceptability of Insurers

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

Verification of Coverage

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

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

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

Special Risks or Circumstances

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



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

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

Workers' Compensation

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

Commercial General Liability (CGL)

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

Automobile Liability

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

Excess Insurance

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

Other Insurance Requirements

Additional Insured Status

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

Primary Coverage

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

Acceptability of Insurers

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

Special Risks or Circumstances

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