

INVITATION TO BID		LSU	BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE			09/22/2026 11:00 AM CT	
SOLICITATION RFQ-0000002901 SUPPLIER # SUPPLIER NAME AND ADDRESS 			RETURN BID TO lsubids@lsu.edu Buyer Sharday Warner Mckinley Buyer Phone Buyer Email swarner@lsu.edu Issue Date 08/21/2026	
TITLE: LSU CAMPUS -WIDE BACKFLOW PREVENTER INSPECTION AND TESTING -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 #	

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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 Annual Re-inspections/Retest (Following Failed Inspection).Unit Price per Backflow per Location (approximate quantity, service to be provided on an as needed basis)	25	Each	\$ _____	\$ _____	
2	All or None Annual Backflow Preventer Inspections - Campus Wide - Unit Price per Backflow per Location (approximately 206 backflows)	206	Each	\$ _____	\$ _____	

LSU CAMPUS-WIDE BACKFLOW PREVENTER INSPECTION AND TESTING SPECIFICATIONS

1. SCOPE OF WORK

Louisiana State University (LSU) Facilities is soliciting bids from qualified Suppliers to provide all labor, supervision, tools, test equipment, transportation, documentation, and incidental materials necessary to inspect, test, certify, tag, document, and report on backflow prevention assemblies serving LSU campus buildings and infrastructure.

The work includes, but is not limited to:

- Inspection and annual performance testing of domestic, fire protection, irrigation, and other testable backflow prevention assemblies identified by LSU.
- Testing after authorized repair, replacement, or relocation when required by applicable code or regulation.
- Identification and documentation of deficiencies, inaccessible devices, missing components, leaks, corrosion, improper installation, or other conditions affecting safe operation or testability.
- Coordination of testing and required shutdowns with LSU Facilities and, when applicable, the serving water utility or other authority having jurisdiction.
- Tagging of each tested assembly and submission of an individual test report for each device.
- Maintenance and reconciliation of LSU's device inventory, including reporting devices encountered during performance of the work that are not listed in LSU's provided inventory.

Submission of summary reports and deficiency logs required by these specifications. LSU does not guarantee that its existing inventory is complete (it is as accurate as can be with current resources). The Supplier shall report unlisted devices encountered or reasonably discoverable while performing the scheduled work. This requirement does not obligate the Supplier to perform destructive investigation or an undefined campus-wide concealed-system survey unless separately authorized in writing.

2. APPLICABLE CODES, RULES, AND STANDARDS

All work shall comply with the editions of applicable laws, codes, rules, regulations, and manufacturer instructions in effect at the time the work is performed, including, as applicable:

- Louisiana Administrative Code, Title 51, Public Health - Sanitary Code, including applicable cross-connection control and backflow protection requirements.
- Louisiana State Plumbing Code and applicable Louisiana State Uniform Construction Code provisions.
- Louisiana Department of Health (LDH) cross-connection control and backflow prevention requirements.
- State Plumbing Board of Louisiana (SPBLA) licensing and Water Supply Protection Specialist (WSPS) endorsement requirements.
- Applicable ASSE Series 5000 testing procedures and/or other testing procedures recognized by the Louisiana State Plumbing Code or authority having jurisdiction.
- Manufacturer instructions for the specific assembly being tested.

- Applicable requirements of the serving water purveyor and LSU Facilities.

Where requirements conflict, the more stringent legally applicable requirement shall govern unless LSU provides written direction based on clarification from the authority having jurisdiction.

3. SUPPLIER AND PERSONNEL QUALIFICATIONS

The Supplier shall maintain all licenses, registrations, certifications, endorsements, and insurance required by Louisiana law for the work performed under this contract.

At a minimum:

- Personnel performing regulated testing shall hold the Louisiana credential or approval required for the specific testing activity. For plumbing-system backflow assemblies, LSU requires testing to be performed by a properly licensed Louisiana plumber holding a current SPBLA Water Supply Protection Specialist (WSPS) endorsement, unless a different tester category is expressly permitted by LDH for the specific assembly and application.
- Any installation, repair, replacement, relocation, modification, or maintenance of a plumbing-system backflow assembly shall be performed by personnel properly licensed by the State Plumbing Board of Louisiana and holding the endorsement(s) required for that work.
- A WSPS endorsement used to qualify a plumber shall be current for the entire period in which that individual performs work for LSU.
- Backflow tester training/certification supporting WSPS endorsement shall be from a provider accepted by SPBLA. SPBLA currently recognizes ASSE and ABPA testing certifications for this purpose.
- If the value or nature of authorized plumbing work triggers Louisiana State Licensing Board for Contractors (LSLBC) licensure, the Supplier shall possess the required commercial contractor license/classification, Plumbing, before performing work.

The following items must be submitted prior to bid award or with Supplier's bid:

- **State Plumbing Board of Louisiana - WSPS Certification.**
- **Louisiana State Licensing Board for Contractors – Plumbing Classification.**
(License must be active at the time of bid submission)

4. SUBMITTALS

The Supplier shall submit the following as applicable:

- Prior to bid award : current evidence of required company licenses and the credential(s) of proposed testing personnel, including applicable SPBLA license and WSPS endorsement information.
- Prior to bid award any LSLBC commercial plumbing license required by the bid scope or anticipated value of regulated plumbing work.
- Before field work: test kit calibration certificates showing calibration within the preceding 12 months, or a more frequent interval if required by the manufacturer or authority having jurisdiction.
- Before field work: proposed testing schedule for LSU approval.
- Before field work: list of primary testing personnel and contact information.
- Before use: identification of any proposed subcontractor and evidence that the subcontractor meets all applicable qualification requirements.

5. SCHEDULING AND COORDINATION

LSU Facilities will coordinate the overall work sequence with the Supplier. The Supplier shall comply with approved schedules and promptly notify LSU of any condition that could affect completion.

- Normal working hours are 7:30 a.m. to 4:00 p.m., Monday through Friday, unless LSU approves otherwise.
- No shutdown or interruption affecting a campus building, utility, fire protection system, laboratory, residence hall, food service operation, medical/veterinary operation, athletic facility, or other critical function may occur without prior LSU approval.
- Planned outages shall be coordinated with LSU at least 72 hours in advance unless LSU authorizes a shorter period in writing.
- After-hours or overtime work must be approved in writing before the work is performed. LSU will not pay unauthorized overtime premiums.
- The Supplier shall sequence work to minimize disruption and shall follow LSU direction regarding priority facilities.

6. TEST EQUIPMENT

The Supplier shall furnish all test equipment, hoses, fittings, adapters, gauges, and accessories necessary to test each assembly at no additional cost unless a separate bid item expressly provides otherwise.

- Differential pressure gauges and manufacturer-approved test equipment appropriate for the assembly type.
- Hoses, fittings, and adapters suitable for the device sizes and configurations included in the contract.
- Equipment is maintained clean, calibrated, and in proper working conditions.
- Current calibration documentation available to LSU upon request.

7. FIELD INSPECTION AND DEVICE IDENTIFICATION

Before testing, the Supplier shall verify and document the following for each assembly:

- LSU building name and building number.
- Exact device location, including room, mechanical space, exterior location, vault, or other identifying information.
- Device type, size, manufacturer, model (when visible), and serial number.
- Service/application, such as domestic water, fire protection, or irrigation.
- Accessibility and condition of surrounding area.
- Visible leaks, corrosion, damage, missing components, improper orientation or installation, and other observable deficiencies.
- Whether the device appears in LSU's provided inventory.

8. TESTING PROCEDURES

Testing shall be performed using procedures required by applicable Louisiana regulations, the authority having jurisdiction, accepted tester training standards, and the assembly manufacturer.

Testing shall include all functions applicable to the specific assembly type, including:

- Shutoff valve condition and integrity.
- Check Valve Performance.
- Relief valve operation for reduced-pressure-principal assemblies.

- Required pressure differential measurements.
- Verification of pass/fail status against applicable performance criteria.

The Supplier shall not operate valves or initiate shutdowns until required coordination and written authorization have been completed.

9. ACCEPTANCE CRITERIA AND FAILED DEVICES

An assembly shall be reported as passing only when it satisfies the applicable performance requirements for its type and operates without a condition that causes the test to fail.

For a failed assembly, the Supplier shall:

- Immediately notify the designated LSU representative when the failure creates or may create an immediate water-quality, life-safety, or service-continuity concern.
- Clearly identify the device as failed on the test tag and test report.
- Document the failed component or test point, measured values, and recommended corrective action.
- Not perform repairs unless LSU has issued written authorization or an emergency authorization under the contract.
- Retest the assembly after an authorized repair when required and submit the retest results.

The Supplier shall not use wording such as 'DO NOT USE' on a device unless that wording is required by applicable regulation, the authority having jurisdiction, or specifically directed by LSU, because shutting down or removing a backflow assembly from service may affect critical campus systems.

10. DEFICIENCIES AND CORRECTIVE ACTION

The Supplier shall provide a deficiency entry for each failed or deficient device. At a minimum, the entry shall include:

- Device identification and exact location.
- Description of the deficiency or failed test condition.
- Measured test values associated with failure, when applicable.
- Recommended repair, replacement, or further investigation.
- Recommended urgency: Emergency, High, Routine, or Monitor.
- Photographs when they materially aid identification or repair planning.

Repairs are not included in the routine testing scope unless authorized in writing. Any repair proposal shall clearly identify labor, materials, equipment, and other charges and shall refer to the applicable LSU work order or authorization.

11. DEVICE INVENTORY, MAPPING, AND TAGGING

The Supplier shall maintain and update a device inventory for LSU during performance of the contract.

- Each tested assembly shall be tagged with the test date, pass/fail status, tester identification, and Supplier name.
- The Supplier shall record geographic coordinates for exterior devices and other devices for which coordinates are meaningful and obtainable without specialized survey work.
- When requested by LSU, the Supplier shall provide a Google Earth-compatible KML/KMZ file or other LSU-approved mapping file showing device locations.
- Inventory changes shall identify new, removed, relocated, inaccessible, duplicate, or unlisted devices.

12. DOCUMENTATION AND REPORTING

All required documentation shall be submitted electronically in a format acceptable to LSU. Each individual test report shall include, at minimum:

- Building name/number and exact location of the device.
- Device type, size, manufacturer, model when available, and serial number.
- Service/application.
- Test date.
- Tester name and applicable license/credential number.
- Test kit identification or serial number when applicable.
- Required test measurements and test results.
- Pass/fail status.
- Observed deficiencies and corrective-action recommendation, if applicable.

The Supplier shall also provide:

- A summary spreadsheet of all devices tested during the billing period.
- A deficiency log for all failed or deficient devices.
- Updated inventory/mapping information as required by Section 11.
- A final contract-period summary report when requested by LSU.

Individual test reports and supporting documentation shall be submitted within five (5) business days after testing unless LSU approves another schedule. Documentation required to support an invoice must be submitted no later than the corresponding invoice.

13. SUBCONTRACTORS

The Supplier may not subcontract the entire contract. Any subcontractor proposed to perform a portion of the work shall be identified to LSU and must meet the same licensing, certification, insurance, safety, and documentation requirements applicable to that portion of the work.

No subcontractor may perform work without LSU's prior written approval. The awarded Supplier remains fully responsible for all work, communications, schedules, quality, and deliverables furnished by any subcontractor.

14. WORKING HOURS AND COMPENSABLE TIME

Payment will be made only in accordance with the pricing basis established in the bid form and for work that is properly authorized, completed, and documented.

- LSU will not pay for ordinary travel time to or from campus, mobilization that is included in the bid price, personal breaks, or unapproved standby time.
- Where the bid includes hourly labor rates for separately authorized repair work, only verified on-site labor hours associated with the authorized work are billable unless the written authorization expressly states otherwise.
- Overtime premiums are not billable unless approved in writing before the overtime work is performed.

15. EMERGENCY CONDITIONS

If the Supplier discovers a condition during testing that presents an immediate risk of contamination, uncontrolled water discharge, loss of required backflow protection, or significant interruption to a critical campus system, the Supplier shall immediately notify LSU Facilities and secure the immediate work area when it is safe to do so.

The Supplier shall not perform emergency repair work beyond actions necessary to prevent immediate damage or protect safety unless authorized by LSU. Emergency response and repair pricing shall follow the applicable bid schedule or written authorization.

16. PAYMENT AND INVOICING

Routine inspection and testing shall be paid using the unit prices or other pricing method established in this bid. A routine test is considered complete for invoicing purposes only after the field work is complete and LSU has received the required supporting test report.

Separately authorized repair work shall be invoiced using the applicable contract labor/material rates or the separately approved proposal, as directed by LSU.

Invoices shall include:

- Invoice number and invoice date.
- LSU purchase order/contract number.
- LSU work order number or other authorization reference, when provided.
- Building/location and device identification.
- Applicable bid line item or unit price.
- Quantity, unit cost, and extended total.
- For hourly authorized work, labor classification, verified hours, rate, and total.
- A clear description of the work performed.

LSU may withhold payment for undocumented, unverified, unauthorized, duplicate, or incomplete work. Missing required testing documentation may delay payment until the documentation is received and accepted.

Routine inspection/testing and separately authorized repair work shall be clearly separated on invoices when different pricing methods apply.

17. TOOLS, EQUIPMENT, MATERIALS, AND TRANSPORTATION

The Supplier shall furnish all ordinary tools, testing devices, consumables, hoses, fittings, safety equipment, transportation, and incidental items necessary to perform the routine inspection and testing scope unless a specific bid item states otherwise.

LSU will not pay standby labor caused by the Supplier's failure to provide ordinary tools, test equipment, or materials reasonably necessary for the scheduled work.

18. CLEANUP, PROTECTION, AND DAMAGE

Before beginning work, the Supplier shall notify LSU of any observed unsafe or unsuitable site condition that prevents the work from being performed safely.

The Supplier is responsible for protecting the work area and adjacent LSU property, correcting damage caused by its personnel or subcontractors, and removing discarded materials and debris generated by its work. University dumpsters may not be used without prior written approval.

19. IDENTIFICATION AND CRIMINAL HISTORY CHECKS

Supplier personnel shall comply with LSU identification, access, conduct, and security requirements. Personnel shall wear company identification while working on campus unless LSU approves another form of identification.

When required by LSU policy or the solicitation terms, the Supplier shall certify that required criminal history checks have been completed for personnel providing services on campus and shall maintain supporting records as required by law and LSU policy.

20. PARKING AND CAMPUS ACCESS

The Supplier is responsible for obtaining and paying for required parking credentials and complying with LSU Parking & Transportation Services rules. Parking access does not authorize staging, storage, lane closures, utility shutdowns, or access to restricted areas. Those activities require separate LSU coordination and approval.

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.

21. LSU-PROVIDED INFORMATION / APPENDIX A

LSU may provide an initial device inventory such as Appendix A or through an electronic file. The inventory is provided to assist with scheduling and bidding and may be updated during the contract term. The Supplier shall reconcile field conditions against the provided inventory and report discrepancies in accordance with these specifications.

22. 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.

23. 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.

24. 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.

25. AWARDING OF BID

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

Appendix A - Backflow Preventer Devise Listing

ID Number	Building Name	Inspection Date	Location	Manufacturer	Type	Size	Model Number
2000349	459 Commons	6/1/2024		Wilkins	DC	1"	950
2000529	459 Commons	7/1/2024	Equip Room	Wilkins	DC	3/4"	950
2000193	459 Commons	7/1/2024	S Side of BLDG	Watts	DC	3"	757
2000194	459 Commons	5/1/2024	Outside	Wilkins	DC	6"	350A
2000348	459 Commons	5/10/2024	Equip Room	Watts	RP	3"	009M1QT
2000369	459 Commons	5/1/2024	0/5 Equip Room	Wilkins	DC	1"	950
2000460	459 Commons	5/1/2024	Equip-Coll Tower	Wilkins	DC	2"	950
2000381	Agricultural Chemistry Building	9/1/2024	2nd Floor	Watts	RP	1"	009M1QT
2000131	Alex Box Stadium	4/1/2024	Baseball Fence	Wilkins	DC	8"	450-VUVD
2000172	Alex Box Stadium	3/1/2024	Batting Cage	Watts	RP	11/2"	009M1QT
2000393	Alex Box Stadium	5/3/2024	IRR - Inside Building	Wilkins	RP	4"	
2000465	Alex Box Stadium	4/1/2024	Equip Room	Wilkins	RP	2"	975
2000505	Alex Box Stadium	7/31/2024	Batting Cage	Wilkins	RP	2"	975
2000171	Alex Box Stadium	7/31/2024	Elevator	Wilkins	PVB	2"	720A-VUH
2000010	Allen Hall	8/1/2024	Front Parking Lot	FEBCO	PVB	11/2"	765-VUH
2000148	Alpha Delta Pi	8/31/2024	Back South	Wilkins	RP	3/4"	975
2000520	Alpha Delta Pi	8/31/2024	Side Gray Box	FEBCO	PVB	1"	765-VUH
2000146	Alpha Delta Pi	8/31/2024	South Side	Wilkins	RP	6"	475-VUVD
2000147	Alpha Delta Pi	8/31/2024	South Side	Wilkins	RP	2"	975
2000267	Alpha Phi	8/31/2024	Outside of Fence	Wilkins	DC	6"	450-VUVD
2000418	Alpha Phi	8/31/2024	Outside of Fence	Watts	RP	3/4"	009M1PCQT
2000419	Alpha Phi	8/31/2024	Outside of Fence	Wilkins	PVB	11/2"	720A-VUH
2000513	Alpha Tau Omega	6/30/2024		FEBCO	PVB	1"	765-VUH
2000514	Alpha Tau Omega	6/30/2024	Next to Fence	FEBCO	PVB	2"	765-VUH
2000211	Animal and Food Science BLDG	5/1/2024	Outside	Wilkins	RP	8"	375
2000201	Animal and Food Science BLDG	5/1/2024	O/S East Side	Wilkins	RP	3"	375A
2000530	Animal and Food Science BLDG	7/1/2024		Wilkins	RP	3/4"	975
2000541	Animal and Food Science BLDG	9/1/2024	O/S NE Side	Watts	RP	4"	957
2000342	Animal and Food Science BLDG	9/7/2024	Equip Room	Wilkins	RP	2"	975
2000343	Animal and Food Science BLDG	9/1/2024	Equip Room	Wilkins	RP	2"	975
2000370	Annie Boyd Hall	8/1/2024	Mech Room 505	Watts	RP	1"	009M1QT
2000336	Athletic Administration BLDG	8/1/2024	Attic	Watts	DC	11/4"	7
2000235	Athletic Administration BLDG	8/1/2024	Inside	Wilkins	RP	2"	
2000235	Athletic Administration BLDG	8/1/2024	Inside	Wilkins	RP	2"	
2000336	Athletic Administration BLDG	8/1/2024	Attic	Watts	DC	11/4"	7
2000012	Audubon Hall	6/1/2024	NW Corner	FEBCO	PVB	2"	765-VUH
2000042	Bernie Moore Track Stadium	5/1/2024	Green Box	FEBCO	PVB	2"	765-VUH
2000212	Blake Hall	6/1/2024	Basement	Wilkins	DC	6"	350
2000536	Blake Hall	8/1/2024	Gray Box	Wilkins	DC	6"	350
2000351	Blake Hall	6/1/2024			DC	8"	
2000536	Blake Hall	8/1/2024	Gray Box	Wilkins	DC	6"	350
2000351	Blake Hall	6/1/2024			DC	8"	
2000127	Blowout School Rotary Kiln Structure	6/9/2024	North side	FEBCO	PVB	1"	765-VUH
2000174	Blowout School Rotary Kiln Structure	4/29/2024	Pertt lab		RP	1"	
2000040	Broussard Hall - Athletic Dorm	8/1/2024	INT Courtyard	Wilkins	PVB	3/4"	720A-VUH
2000256	Broussard Hall -Athletic Dorm	8/1/2024	Inside	Watts	RP	3/4"	009M1QT
2000041	Broussard Hall - Athletic Dorm	8/1/2024	Gray Box	FEBCO	DC	6"	870-VUVD
2000378	Business School Complex	8/1/2023	Inside		RP	1"	
2000378	Business School Complex	8/1/2023	Inside		RP	1"	
2000076	Campus Federal Credit Union	7/31/2024	Front by Road	Wilkins	PVB	1"	720A-VUH
2000365	Catholic Student Center	7/31/2024	Inside	Apollo/Conbraco	RP	1"	4020002
2000275	Catholic Student Center	6/1/2024	Equip Room	Apollo/Conbraco	RP	1"	
2000120	Catholic Student Center	7/31/2024	Wood Fence SW	Watts	RP	6"	909
2000273	Cedar Hall	5/1/2024	Cooling Tower	Apollo/Conbraco	RP	11/2"	
2000271	Cedar Hall	5/1/2024	Inside	Apollo/Conbraco	RP	1"	
2000272	Cedar Hall	5/1/2024	Inside	Apollo/Conbraco	RP	1"	
2000065	Champions Cogeneration Substation	5/11/2024	ROTC PKG Lot	Wilkins	PVB	2"	720A-VUH
2000283	Chemical Engineering Building	4/30/2024	Inside	Watts	RP	1"	009M1QT
2000533	Chi Omega	8/31/2024	S Equip Room	Wilkins	DC	2"	950
2000427	Chicken Farm-Ben Hur RD	9/1/2024	Chicken Farm	Apollo/Conbraco	RP	1"	
2000310	Choppin Hall Annex	8/1/2024	Equip Room 115	Wilkins	RP	1"	975
2000311	Choppin Hall Annex	8/1/2024		Watts	RP	3/4"	009M1QT
2000310	Choppin Hall Annex	8/1/2024	Equip Room 115	Wilkins	RP	1"	975
2000326	Companion Animal Alliance Animal Care	6/30/2024		Wilkins	DC	3/4"	950/XL
2000327	Companion Animal Alliance Animal Care	6/30/2024		Wilkins	DC	6"	450-VUVD
2000328	Companion Animal Alliance Animal Care	6/30/2024		Watts	RP	2"	LF009QT
2000177	Companion Animal Alliance Animal Care	6/30/2024	Irrigation	FEBCO	PVB	2"	765-VUH
2000084	Copy & Mail Center	5/1/2024	Between Store	Wilkins	PVB	1"	720A-VUH
2000051	Cox Communications Academic Center	8/1/2024	East Side of BLDG	FEBCO	PVB	2"	765-VUH
2000034	Cypress Hall	5/1/2024	Green Box	Wilkins	RP	2"	975
2000035	Cypress Hall	7/31/2024	NE Metal Box	Wilkins	RP	6"	475-VUVD
2000036	Cypress Hall	7/31/2024	NE in Metal Box	Wilkins	RP	8"	975
2000247	Cypress Hall	1/5/2024	Inside	Wilkins	RP	2"	975
2000258	Dairy Science	4/30/2024	South Front	Watts	RP	2"	009MIQT
2000170	Dalrymple Circle	8/31/2024	Flower Bed	Wilkins	RP	2"	975
2000266	Delta Delta Delta	6/1/2024		Wilkins	RP	2"	975
2000265	Delta Gamma	8/31/2024		Wilkins	PVB	1"	720A-VUH
2000262	Delta Kappa Epsilon	7/31/2024	Front East	Wilkins	RP	11/2"	975
2000521	Delta Zeta	5/31/2024	Side of BLDG	Wilkins	PVB	1"	720A-VUH
2000013	Design Building	8/1/2024	SE Corner	FEBCO	PVB	11/2"	765-VUH
2000268	Design Building	8/1/2024		Wilkins	RP	11/2"	975

2000268	Design Building	8/1/2024		Wilkins	RP	11/2"	975
2000276	Digital Media Center	8/1/2024	Equip Room	Wilkins	DC	1"	
2000535	Digital Media Center	8/1/2024	Metal Box	AMES	DC	8"	COLT 200
2000S3S	Digital Media Center	8/1/2024	Metal Box	AMES	DC	8"	COLT 200
2000197	East Laville Hall	5/1/2024	Middle North	Wilkins	RP	4"	375
2000531	East Laville Hall	7/1/2024	O/S NE BLDG	FEBCO	PVB	11/2"	765-VUH
2000196	East Laville Hall	5/1/2024	Next to Front	Wilkins	RP	3/4"	975
2000312	East Laville Hall	12/31/2024		Watts	RP	11/4"	009M1PCQT
2000086	EB Doran Agricultural ENGR BLDG	7/1/2024	Courtyard	FEBCO	PVB	1"	765-VUH
2000087	EB Doran Agricultural ENGR BLDG	6/11/2024	Courtyard	FEBCO	PVB	1"	765-VUH
2000095	Efferson Hall (AG Center)	8/1/2024	NE Side of BLDG	FEBCO	PVB	1"	765-VUH
2000094	Efferson Hall (AG Center)	8/1/2024	Flower Bed	FEBCO	PVB	1"	765-VUH
2000077	Energy Coast and Environment BLDG	5/1/2024	NE Corner	Wilkins	PVB	2"	720A-VUH
2000379	Energy Coast and Environment BLDG	11/30/2024	Inside Mech Room	Watts			
2000317	Engineer Lab Annex	4/30/2024	Equip Room	FEBCO			850
2000316	Engineer Lab Annex	9/1/2024		Wilkins			
2000518	Epsilon Nu	5/31/2024	Green Box	FEBCO			765-VUH
2000516	Epsilon Phi Epsilon	5/31/2024		FEBCO			765-VUH
2000517	Epsilon Phi Epsilon	5/31/2024	Silver Box	AMES			COLT 200
2000519	Equip Room High	7/31/2024	Equip Room	Watts			009M1QT
2000315	Facility Services Building	9/1/2024	Attic	Watts			009M1QT
2000203	Facility Services Building	9/1/2024	SE Front BLDG	FEBCO			765-VUH
2000070	Football Operations Building	4/1/2024	East/Fence	FEBCO			765-VUH
2000071	Football Operations Building	4/1/2024	Silver Box	Wilkins			975
2000338	Football Operations Building	4/1/2024	Fire Main	AMES			Colt 200
2000355	Football Operations Building	4/1/2024	Inside	Apollo/Conbraco			
2000375	Football Operations Building	4/1/2024	New BLDG	Wilkins			37SXL
2000376	Football Operations Building	4/1/2024	New BLDG	Wilkins			950
2000333	Foster Hall	9/1/2024		Watts			909
2000085	Francioni Hall	9/1/2024	Front/Left	FEBCO			765-VUH
2000453	French House/ Honors College	6/30/2024	Corner	FEBCO			860
2000099	Frey Computing Services Center	7/31/2024	West Side	FEBCO			765-VUH
2000366	Frey Computing Services Center	9/1/2024	Inside	Watts			009M1QT
2000165	Front West	5/1/2024	Front West	FEBCO			765-VUH
2000385	Genex Center	5/31/2024	O/S Mech room	Watts			009M1QT
2000502	Golf Course - Front Oaks and Cypress	2/1/2024	Tied in	Wilkins			720A-VUH
2000136	Golf Course - Front Oaks and Cypress	6/30/2024	Bridge	FEBCO			765-VUH
2000023	Greek Theater	6/1/2024	In Box-West	FEBCO			765-VUH
2000404	Gulf Clubhouse	3/1/2024	Bridge	FEBCO			765-VUH
2000403	Gulf Clubhouse	3/1/2024	Putting Green	FEBCO			
2000402	Gulf Clubhouse	3/1/2024	Putting Green	FEBCO			765-VUH
2000401	Gulf Clubhouse	3/1/2024	Driveway	Apollo/Conbraco			PVB-VUH
2000133	Gulf Clubhouse	3/1/2024	Next to Fence	FEBCO			765-VUH
2000134	Gulf Clubhouse	3/1/2024	Back Door	Wilkins			720A-VUH
2000046	Gymnastics Training	5/1/2024	Green Box	FEBCO			765-VUH
2000048	Gymnastics Training	7/31/2024	Outside Cover	Wilkins			475-VUVD
2000243	Gymnastics Training	5/10/2024	Inside	Watts			009M1QT
2000472	Hatcher Hall	9/1/2024	3rd Floor Attic	Watts			009M1QT
2000454	Highland Hall	8/1/2024	Southeast	Wilkins			720A-VUH
2000454	Highland Hall	8/1/2024	Southeast	Wilkins			720A-VUH
2000205	Hill Farm Hort Teaching Facility	4/1/2024	North	Wilkins			975
2000112	Hill Farm Hort Teaching Facility	5/1/2024	East Classroom	Watts			009M2QT
2000111	Hill Farm Hort Teaching Facility	4/30/2024	Outside	FEBCO			765-VUH
2000335	Hodges Hall	6/8/2024	Fire Main	FEBCO			850
2000387	Hodges Hall	9/1/2024	Inside room B36	Watts			009M1QT
2000373	Hodges Hall	9/1/2024	Inside Room 154	Watts			009M1QT
2000539	Huey P Long Field House	8/31/2024	Equip RM North	AMES			4008
2000538	Huey P Long Field House	8/31/2024	Fire Main	AMES			
2000537	Huey P Long Field House	8/31/2024	Equip RM North	AMES			20008
2000539	Huey P Long Field House	8/31/2024	Equip Room/North	Ames			4008
2000538	Huey P Long Field House	8/31/2024	Fire Main	AMES			
2000537	Huey P Long Field House	8/31/2024	Equip Room/North	AMES			20008
2000467	In Silver Box	9/27/2024	In Silver Box	Wilkins			475-VUVD
2000166	Innovative Park South Campus	5/1/2024	Front Metal Box	Wilkins			9SOXL
2000165	Innovative Park South Campus	5/1/2024	Front West	FEBCO			765-VUH
2000167	Innovative Park South Campus	5/1/2024	Front Metal Box	Wilkins			375
2000168	Innovative Park South Campus	5/1/2024	Metal Box Front	Wilkins			450-VUVD
2000169	Innovative Park South Campus	5/1/2024	InField	Watts			LF009M2QT
2000187	Innovative Park South Campus	5/1/2024	Outside	Watts			LF009M2QT
2000383	Innovative Park South Campus	5/1/2024	Mech Room East	Watts			009M1QT
2000390	Innovative Park South Campus	5/1/2024	Mech Room East	Watts			009M1QT
2000395	Innovative Park South Campus	5/1/2024	Cooling Tower	Watts			009M1QT
2000428	Innovative Park South Campus	5/1/2024	Green House	Watts			009M1QT
2000440	Innovative Park South Campus	5/1/2024	3020 High	Watts			009M1QT
	Interdisciplinary Science Building						
2000264	International Cultural Center	6/1/2023	North side of BLDG	FEBCO			765-VUH
2000088	JC Miller Hall	7/1/2024	Parking Lot	FEBCO			765-VUH
2000089	JC Miller Hall	7/1/2024	Side of BLDG	Watts			009M1QT
2000061	Journalism Building	6/30/2024	NE Side	Wilkins			720A-VUH
2000284	Journalism Building	9/1/2024	Attic	Watts			
2000323	Kappa Delta	8/31/2024	Back of North Side	Wilkins			720A-VUH
2000392	Kappa Kappa Gamma Sorority	5/31/2024	Front Inside	Wilkins			375
2000391	Kappa Kappa Gamma Sorority	8/1/2024	Fire Main	Wilkins			350

2000357	LA Disease and Diagnostic Lab	5/1/2024	Inside	Wilkins			460-VUH
2000358	LA Disease and Diagnostic Lab	5/1/2024	Inside	Wilkins			460-VUH
2000359	LA Disease and Diagnostic Lab	5/1/2024	Room 1103	Wilkins			460-VUH
2000360	LA Disease and Diagnostic Lab	5/1/2024	Inside	Wilkins			460-VUH
2000083	Landscape Services Building	7/31/2024	Outside	Watts			7
2000214	Life Sciences Annex	3/30/2024	Northside	Wilkins			720A-VUH
2000528	Life Sciences Annex	7/1/2024		Watts			009M1QT
2000528	Life Sciences Annex	7/1/2024		Watts			009M1QT
2000176	Lad Cook Hotel	7/31/2024	Alumni Center	Wilkins			720A-VUH
2000145	Lad Cook Hotel	7/31/2024	Hotel	FEBCO			765-VUH
2000144	Lad Cook Hotel	7/31/2024	Near Pool Filter	Watts			800M2QT-VUH
2000274	Lad Cook Hotel	8/1/2024	Inside-CC	Watts			
2000353	Lad Cook Hotel	7/31/2024		Watts			
2000143	Led Cook Hotel Pool	7/31/2024	Conf Center	Wilkins			950
2000396	Louisiana Emerging Technology Center	6/10/2024	NS Green Box	Watts			009M1QT
2000540	Louisiana Emerging Technology Center	8/1/2024	Fire Main	AMES			COLT 200N-VUV
2000277	Louisiana Emerging Technology Center	4/30/2024	Mech Room 2nd Fl	Watts			
2000437	Louisiana Emerging Technology Center	8/1/2024	Mech Room 3rd Fl	Watts			
2000437	Louisiana Emerging Technology Center	8/1/2024	Mech Room 3rd Fl	Watts			
2000277	Louisiana Emerging Technology Center	4/30/2024	Mech Room 2nd Fl	Watts			
2000540	Louisiana Emerging Technology Center	8/1/2024	Fire Main	AMES			COLT 200 N-VUV
2000129	Louisiana House	3/1/2024	Across Alex Box	Wilkins			720A-VUH
2000132	Louisiana House	6/30/2024	West of ENT	Wilkins			720A-VUH
2000240	Louisiana Transportation Research Center	5/1/2024	Inside	Watts			009M1QT
2000347	Louisiana Transportation Research Center	5/1/2024	Equip RM East	Wilkins			
2000199	LSU Child Care Center	5/1/2024	Cooling Tower	Apollo/Conbraco			
2000200	LSU Child Care Center	5/1/2024	S Play Yard	FEBCO			765-VUH
2000123	LSU Foundation Center For Philanthropy	4/1/2024	Silver Box East	Wilkins			720A-VUH
2000163	LSU Foundation Center For Philanthropy	4/1/2024	Back East Side	Watts			757
2000164	LSU Foundation Center For Philanthropy	4/1/2024	North Side	Watts			
2000506	LSU Foundation Center For Philanthropy	7/31/2024	Matherne's	Watts			757
2000507	LSU Girls Sotball	6/30/2024	Gray Box	Wilkins			
2000160	LSU Girls Sotball	4/1/2024	Gray Box	Wilkins			375
2000159	LSU Girls Sotball	4/27/2024	Equip Room	Watts			009M3QT
2000162	LSU Soccer Complex-South	6/30/2024	NE End	Wilkins			720A-VUH
2000161	LSU Soccer Complex-South	8/1/2024	South East End	Wilkins			375
2000226	LSU Student Union	7/1/2024	S Campus Lot	Wilkins			720A-VUH
2000017	LSU Student Union	7/1/2024	Bike Rack	FEBCO			765-VUH
2000016	LSU Student Union	7/1/2024	NE Corner-BU	Wilkins			720A-VUH
2000503	LSU Student Union	7/1/2024	Front/Green I	FEBCO			765-VUH
2000389	LSU Student Union	7/1/2024	Inside	Wilkins			
2000257	Maddox Fieldhouse	5/1/2024	NE Equip Room	Watts			007M1QT
2000288	Maravich Assembly Center	4/30/2024	Equip Room	Watts			009M1QT
2000400	Maravich Assembly Center	4/30/2024		Wilkins			720A-VUH
2000400	Maravich Assembly Center	4/30/2024		Wilkins			720A-VUH
2000400	Maravich Assembly Center	9/1/2024		Wilkins			720A-VUH
2000321	Military Sciences/ ROTC Building	4/30/2024		Watts			009M1QT
2000352	Miller Hall	7/31/2024		AMES			COLT 200
2000097	Miller Hall	7/31/2024	Drinking Fountain	Watts			LF009M2QT
2000098	Miller Hall	4/1/2024	At bridge	Wilkins			720A-VUH
2000281	Music and Dramatic Arts	4/30/2024		Watts			009M1QT
2000469	Music and Dramatic Arts	8/1/2024	Front	FEBCO			765-VUH
2000280	Music and Dramatic Arts	9/1/2024		Watts			
2000049	Natatorium	4/1/2024	SW Corner	Wilkins			720A-VUH
2000050	Natatorium	7/31/2024	Back	FEBCO			765-VUH
2000231	Natatorium	5/1/2024	NW Corner	Wilkins			975
2000289	Natatorium	9/1/2024	Swim Pool	Watts			009M1QT
2000093	Nelson Memorial Buildin	7/31/2024	North Side	Apollo/Conbraco			PVB-VUH
2000018	Nicholson Hall	7/1/2024	North	Wilkins			720A-VUH
2000362	Nicholson Hall	11/30/2024	Inside Room 15	Watts			909MI
2000501	Nuclear Science Building	2/1/2024		FEBCO			765-VUH
2000091	Parker Coliseum	7/1/2024	Near Hydrant	FEBCO			765-VUH
2000515	Parking Garage - Barnes and Noble	5/31/2024	Fire Equip Room	Wilkins			975
2000464	Parking Garage - Barnes and Noble	5/31/2024	Room 1128	AMES			Colt 200
2000463	Parking Garage - Barnes and Noble	5/31/2024	Equip Rm - 2nd Floor	Watts			009M1QT
2000020	Parking Lot	8/1/2024	Parking Lot	Wilkins			475-VUVD
2000078	Patrick F Taylor Hall	6/1/2024	Outside Bus E	Wilkins			720A-VUH
2000438	Patrick F Taylor Hall	6/1/2024	Irrigation	FEBCO			825V
2000079	Patrick F Taylor Hall	7/1/2023	Outside Bus E	Wilkins			450-VUVD
2000080	Patrick F Taylor Hall	7/1/2023	Outside Bus E	Wilkins			475-VUVD
2000081	Patrick F Taylor Hall	7/1/2023	Outside Bus E	Wilkins			950
2000339	Patrick F Taylor Hall	7/1/2024	Equip Room	Watts			757
2000341	Patrick F Taylor Hall	7/1/2024	0/S Equip Room	Watts			009M1QT
2000340	Patrick FTaylor Hall	7/1/2024	Equip Room	Watts			757
2000037	Pentagon Service Building	8/1/2024	North In Gate	Wilkins			720A-VUH
2000122	Pi Beta Phi	6/1/2024	Courtyard	Wilkins			720A-VUH
2000021	Pleasant Hall	8/1/2024	East Cul de Sac	Wilkins			720A-VUH
2000064	Power Plant	5/1/2024	Airplane	Watts			
2000532	Power Plant	6/1/2024	Across Green	Watts			800M2QT-VUH
2000063	Power Plant	9/1/2024	Inside Gate	FEBCO			765-VUH
2000439	President's House	9/1/2024	Back Yard	Wilkins			720A-VUH
2000204	Public Safety Building	5/1/2024	SE Wall	FEBCO			765-VUH
2000209	Public Safety Building	5/1/2024	Inside Fence	Wilkins			720A-VUH

2000320	Public Safety Building	5/1/2024	Equip Room	Watts			009M1QT
2000154	Quad/Master Gardner Bed	8/31/2024	In Ground/Box	FEBCO			860
2000154	Quad/Master Gardner Bed	8/31/2024	In Ground/Box	FEBCO			860
2000155	Quad/Parade Grounds/Tower Triangle	7/31/2024	Traffic Light	Wilkins			375
2000155	Quad/Parade Grounds/Tower Triangle	7/31/2024	Traffic Light	Wilkins			375
2000346	Renewable Natural Resources BLDG	8/1/2024		Watts			909
2000345	Renewable Natural Resources BLDG	8/1/2024	Electrical Room	Watts			909
2000344	Renewable Natural Resources BLDG	8/1/2024		Watts			909
2000344	Renewable Natural Resources BLDG	8/1/2024		Watts			909
2000345	Renewable Natural Resources BLDG	8/1/2024	Electrical Room	Watts			909
2000346	Renewable Natural Resources BLDG	8/1/2024		Watts			909
2000388	Residential College One South	11/30/2024	Inside - New	Wilkins			375
2000044	Residential College One South	6/1/2024	North Broussard	FEBCO			765-VUH
2000043	Residential College One South	11/30/2024	Cypress Wall	Wilkins			720A-VUH
2000244	Residential College One South	6/11/2024	Inside	AMES			COLT200
2000245	Residential College One South	8/1/2024	RM 123	FEBCO			860
2000397	Residential College One South	6/1/2024	EQRoom 160	Watts			009M1QT
2000444	Residential College One West		0/S NW Corner	Wilkins			720A-VUH
2000334	Residential College One West	8/1/2024	Res College East	AMES			COLT 200
2000246	Residential College One West	8/1/2024	Room 135A	AMES			4000RP
2000329	Sand Volleyball Courts	7/31/2024	SW Gray Box	Wilkins			720A-VUH
2000330	Sand Volleyball Courts	7/31/2024		Watts			757
2000318	Sea Grant Building	4/30/2024		Watts			009M1QT
2000121	Sigma Nu Fraternity	8/31/2024	Drinking Fountain	FEBCO			765-VUH
2000434	Sigma Phi Epsilon	8/1/2024	Silver Box	AMES			COLT200
2000435	Sigma Phi Epsilon	8/1/2024	Green Box	FEBCO			765-VUH
2000135	Sports and Adventure Complex	6/30/2024	0/S Soccer Complex	Wilkins			375
2000270	Spruce Hall - Inside	5/1/2024	Inside	Wilkins			
2000445	Spruce Hall - Inside	5/1/2024	SS In box	Wilkins			975
2000026	Student Health Center	8/1/2024	SE Corner	FEBCO			765-VUH
2000090	Sturgis Hall	7/1/2024	Back/ NE	FEBCO			765-VUH
2000152	Syngenti Sugar Processing Plant	5/1/2024	Outside	Wilkins			475-VUVD
2000153	Syngenti Sugar Processing Plant	5/1/2024	Cooling Tower	Apollo/Conbraco			
2000184	Syngenti Sugar Processing Plant	5/1/2024	Inside	Watts			009M1QT
2000263	Tau Kappa Epsilon	6/1/2024		Watts			009M1QT
2000156	Tennis Stadium	3/1/2024	Gourrier	Wilkins			350
2000157	Tennis Stadium	3/1/2024	Gray Box	Wilkins			375
2000182	Tennis Stadium	3/1/2024	Driveway	FEBCO			765-VUH
2000183	Tennis Stadium	3/1/2024	Gray Box	Wilkins			950XL
2000254	The Five	8/1/2024	Inside	AMES			COLT 400
2000253	The Five	8/1/2024	Inside	AMES			COLT 200
2000255	The Five	8/1/2024	In Equip room	Watts			009M1QT
2000038	The Five	7/31/2024	Corner	Wilkins			720A-VUH
2000448	Thomas Boyd Hall	7/31/2024	SS Sidewalk	FEBCO			765-VUH
2000009	Thomas Boyd Hall	8/1/2024	North Side	FEBCO			765-VUH
2000029	Tiger Band Hall Mechanical Building	7/31/2024	Front Grayn l	AMES			DC
2000030	Tiger Band Hall Mechanical Building	7/31/2024	Front Gray Box	Watts			7
2000031	Tiger Band Hall Mechanical Building	7/31/2024	SW Front	Wilkins			720A-VUH
2000032	Tiger Band Hall Mechanical Building	7/31/2024	Front Gray Box	Watts			007QT
2000052	Tiger Habitat	S/1/2024	Pool Room	FEBCO			860
2000053	Tiger Habitat	5/1/2024	Pool Room	FEBCO			860
2000054	Tiger Habitat	S/1/2024	Pool Room	FEBCO			860
2000055	Tiger Habitat	5/1/2024	Pool Room	Watts			009M1QT
2000056	Tiger Stadium	S/1/2024	Bill Lawton	Watts			LF009M2QT
2000060	Tiger Stadium	5/3/2023	Cooling Tower	Watts			
2000057	Tiger Stadium	5/1/2024	PKG Lot	Wilkins			950XL
2000058	Tiger Stadium	5/1/2024	S Std PKG Lot	Wilkins			350
2000059	Tiger Stadium	S/1/2024	Inside RM 102	Wilkins			375
2000234	Tiger Stadium	4/15/2024	UpSRamp	Watts			009M1QT
2000236	Tiger Stadium	3/1/2024	Inside	FEBCO			765-VUH
2000237	Tiger Stadium	5/1/2024	Inside 219-221	Watts			009M1QT
2000238	Tiger Stadium	5/1/2024	Laundry Room	Watts			009M1QT
2000279	Tiger Stadium	4/5/2024	First Aid Ramp	Watts			009M1QT
2000286	Tiger Stadium	4/1/2024	West 310	AMES			Colt 200
2000476	Tiger Stadium	S/1/2024		AMES			2000-DC
2000368	Turead Hall Classroom Building	6/8/2024	Mech Room East	FEBCO			82SY
2000368	Turead Hall Classroom Building	6/8/2024	Mech Room 231	FEBCO			82SY
2000282	University Administration	4/30/2024	Attic	Watts			009M1QT
2000303	University Lab School	7/31/2024	Equip Room 139	Wilkins			975
2000305	University Lab School	7/31/2024	Room 135	AMES			Colt 200
2000306	University Lab School	7/31/2024	Equip Room Chiller	FEBCO			825Y
2000307	University Lab School	7/31/2024	Boiler Room	FEBCO			
2000512	University Lab School	7/31/2024	Concession	Wilkins			375
2000523	University Lab School	7/31/2024	Boiler Room	Watts			009M1QT
2000524	University Lab School	7/31/2024	Silver Box	FEBCO			750
2000525	University Lab School	7/31/2024	Boiler Room	Watts			009M1QT
2000213	University Lab School	6/1/2024	Outside	FEBCO			870-VUVD
2000216	University Lab School	6/7/2024	Football field	Wilkins			375
2000217	University Lab School	6/1/2024	Equip Room	Wilkins			720A-VUH
2000221	University Lab School	6/1/2024	Box Across Lab Sch	FEBCO			765-VUH
2000100	University lab School	7/31/2024	Front	FEBCO			765-VUH
2000101	University Lab School	7/31/2024	Side of NE Door	Wilkins			720A-VUH
2000103	University Lab School	4/1/2024	South End Zone	FEBCO			860

2000104	University Lab School	4/1/2024	Baseball	Wilkins			720A-VUH
2000181	University Lab School	4/1/2024	Gray Box	Wilkins			375
2000436	UREC	6/1/2024	Green Box	FEBCO			765-VUH
2000269	UREC	7/31/2024	Equip Room	Wilkins			975
2000158	UREC	7/31/2024	Gourrier	Watts			757
2000141	UREC	7/31/2024	Cooling Tower	Wilkins			375
2000140	UREC	7/31/2024	East Side	Watts			957
2000139	UREC	7/31/2024	Silver Box	Wilkins			975
2000072	Veterinary Medicine Building	5/3/2024	Cooling Tower	AMES			Colt 200
2000073	Veterinary Medicine Building	4/27/2024	Silver Box	AMES			Maxim 200
2000074	Veterinary Medicine Building	5/1/2024	Back BLDG	FEBCO			765-VUH
2000075	Veterinary Medicine Building	4/29/2024	Front BLDG	Wilkins			720A-VUH
2000291	Veterinary Medicine Building	5/1/2024	2nd FL Equip Rm	Watts			009M2QT
2000292	Veterinary Medicine Building	5/1/2024	2nd FL Equip Rm	Watts			009M2QT
2000293	Veterinary Medicine Building	5/1/2024	2nd FL Equip Rm	Watts			009M2QT
2000294	Veterinary Medicine Building	5/1/2024	0/S Room 1061	Watts			800MQT-VUH
2000295	Veterinary Medicine Building	4/27/2024	2nd FL Equip Rm	Watts			009M1QT
2000296	Veterinary Medicine Building	4/27/2024	Boiler Room	Wilkins			375A
2000297	Veterinary Medicine Building	5/1/2024	0/S Room 1000A	Watts			800MQT-VUH
2000298	Veterinary Medicine Building	5/1/2024	0/S Room 1047	Watts			800MQT-VUH
2000299	Veterinary Medicine Building	11/1/2022	Stall 2	Watts			800MQT-VUH
2000322	Veterinary Medicine Building	5/3/2024	0/S Cooling Tower				
2000405	Veterinary Medicine Building	5/1/2024	Room 1043	Watts			
2000406	Veterinary Medicine Building	5/1/2024	Outside Room 1000A	Watts			800M2QT-VUH
2000407	Veterinary Medicine Building	5/1/2024	Room 1049	Watts			800M2QT-VUH
2000408	Veterinary Medicine Building	5/1/2024	Room 1053	Watts			800M2QT-VUH
2000409	Veterinary Medicine Building	5/1/2024	Open Shed	Watts			800M2QT-VUH
2000410	Veterinary Medicine Building	5/1/2024	Open Shed	Watts			800M2QT-VUH
2000411	Veterinary Medicine Building	5/1/2024	Vestibule 1059	Watts			800M2QT-VUH
2000413	Veterinary Medicine Building	4/27/2024	Equip Room	AMES			2000-DC
2000414	Veterinary Medicine Building	4/27/2024	Equip Room	Wilkins			375
2000415	Veterinary Medicine Building	4/27/2024	Silver Box	Watts			757
2000459	Veterinary Medicine Building	4/27/2024	SM Animal	FEBCO			765-VUH
2000508	Veterinary Medicine Building	8/31/2024	Room 1061	Watts			800M4FR-VUH
2000509	Veterinary Medicine Building	8/31/2024	Room 1049	Watts			800M4FR-VUH
2000510	Veterinary Medicine Building	8/31/2024	Room 1057	Watts			800M4FR-VUH
2000511	Veterinary Medicine Building	4/27/2024	SM Animal	Watts			009M1QT
2000416	Veterinary Medicine Building	5/1/2024	Green Box	FEBCO			765-VUH
2000416	Veterinary Medicine Building	5/1/2024	Green Box	FEBCO			765-VUH
2000069	Veterinary Medicine Building & Feed Storage	4/1/2024	Outside	Watts			994
2000067	Veterinary Medicine Building & Feed Storage	4/1/2024	Outside	Watts			994
2000067	Veterinary Medicine Building & Feed Storage	4/1/2024	Outside	Watts			994
2000069	Veterinary Medicine Building & Feed Storage	4/1/2024	Outside	Watts			994
2000467	Virginia Rice Williams Hall	9/27/2024	In Silver Box	Wilkins			475-VUVD
2000367	Virginia Rice Williams Hall	9/27/2024	Inside Room 311	Apollo/Conbraco			402002
2000466	Virginia Rice Williams Hall	8/10/2024	Room 122A	Wilkins			975
2000020	Visitor Center	8/1/2024	Parking lot	Wilkins			475-VUVD
2000230	West Campus Apartments #14	7/31/2024		FEBCO			765-VUH
2000227	West Campus Apartments #14	6/1/2024					
2000313	West Laville Hall	5/1/2024	Equip RM East	Watts			009M1QT
2000215	West Laville Hall	6/1/2024	Outside West	Wilkins			350A
2000431	West Laville Hall	3/4/2024	West Laville	Wilkins			720A-VUH
2000319	Wetlands Resource Building	9/1/2024		Watts			009M1QT
2000239	Wilson Laboratories	7/1/2024	Inside	Watts			009M1QT
2000128	Zeta Tau Alpha Sorority	8/31/2024	0/S Courtyard	Wilkins			720A-VUH
2000151	Zeta Tau Alpha Sorority	8/31/2024	Cooling Tower	Wilkins			720A-VUH

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.