



INVITATION TO BID

DO NOT SHIP BASED UPON THIS BID

Return this **SIGNED** form to:
Louisiana Tech University
Office of Purchasing
PO Box 3157
208 Keeny Circle, RM 408
Ruston, Louisiana 71272

Bid Number: 50012-661-27 **Bid Title:** Inspections and Preventative Maintenance of Building Emergency Generators

Bid Schedule:

Pre-Bid Conference:

Vendors are encouraged to visit listed sites, but no formal Pre-bid is scheduled

Bid Submission Deadline / Opening:

September 21, 2026 @ 2:00 PM

Bidder agrees to comply with all conditions below and attached to this request.

Prices are to be complete and the FOB point is to be Louisiana Tech University unless otherwise specified.

Bidder Information: (Bidder to provide all required information)

(Full Company Name)

(Full Street or Mailing Address)

(City)

(State)

(Zip)

(Phone)

(Email)

(Fax)

(Company Quote Number if Applicable)

PRICES MUST BE FIRM FOR AT LEAST 30 DAYS FROM BID OPENING DATE

FAILURE TO SIGN BELOW IN INK SHALL DISQUALIFY BID

Typed or Printed Name / Title

Authorized Signature

The Louisiana Tech University Office of Purchasing is seeking SEALED BIDS for the following:

Inspections and Preventative Maintenance of Building Emergency Generators

* A Bid Bond of 5% of total pricing for all inspections is required for this solicitation *

** This solicitation will result in the issuance of a Blanket Purchase Order covering the time frame October 1, 2026 to September 30, 2027 with the option to renew for two (2) additional one (1) year periods. **

See Attached Bid Specifications for additional details

ALL BIDS MUST BE RETURNED TO THE LOUISIANA TECH UNIVERSITY OFFICE OF PURCHASING VIA MAIL OR IN PERSON.

The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Louisiana Tech University is not responsible for any delays caused by the bidder's chosen means of delivery.

For questions regarding specifications, please contact the Office of Purchasing at 318-257-4205 or purchasing@latech.edu. Please ensure that the above bid number appears on all communications.

IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items.

The Louisiana Tech University Office of Purchasing is now accepting Sealed Bid solicitations for the Inspections and Preventative Maintenance of Building Emergency Generators and associated transfer switches.

Louisiana Tech University currently owns and operates emergency / backup generators at many of the University's buildings / facilities. These generators are of various makes, models, and ages (please see Attachment B for a complete listing of each existing unit). This listing contains seven (7) entries that pricing will not be submitted as a part of this original solicitation. These buildings are either under construction, renovation, or the generator is no longer functional and requires replacement.

The Awarded Vendor shall perform all scheduled services for the building emergency generators installed throughout the University's facilities and properties. Services shall include one (1) annual inspection and preventative maintenance service, one (1) semi-annual inspection and preventative maintenance service, and emergency services, as needed, on a twenty-four (24) hour, seven (7) days a week basis.

This solicitation will result in the issuance of a blanket purchase order covering the initial time frame of October 1, 2026 to September 30, 2027, with the option to renew this agreement for two (2) additional one (1) year periods, if both parties mutually agree.

The Awarded Vendor shall be a licensed commercial contractor and in good standing with the Louisiana State Licensing Board for Contractors. The Awarded Vendor shall also maintain a Classification Type of Electrical with the above. The Awarded Vendor shall be required to provide the University with a valid Certificate of Insurance that is compliant with the 'Insurance Requirements for Contractors' document attached to this solicitation which lists the University as a certificate holder. The Awarded Vendor shall also be required to provide the University with subsequent Certificates of Insurance as coverages renew or change. Failure to remain in good standing with the Louisiana State Licensing Board for Contractors or failure to maintain sufficient insurance coverage will result in the cancellation of this agreement. Evidence of compliant insurance coverage shall be required prior to the issuance of an award.

The University intends to award this solicitation to a single vendor based upon total pricing for all inspections. The University reserves the right to reject any and all bids for any reason. The University further waives any informalities in the bidding process.

Maintenance Schedule

All annual inspections and preventative maintenance shall be performed each year from October 1st to November 30th. Annual inspections and preventative maintenance must be performed during regular business hours, Monday through Friday, 7:30 AM to 4:00 PM. The Awarded Vendor shall contact the Director of the Physical Plant or his designee at least seven (7) days prior to arrival onto campus.

All semi-annual inspections and preventative maintenance shall be performed each year from April 1st to May 31st. Semi-annual inspections and preventative maintenance must be performed during regular business hours, Monday through Friday, 7:30 AM to 4:00 PM. The Awarded Vendor shall contact the Director of the Physical Plant or his designee at least seven (7) days prior to arrival onto campus.

Annual Inspection and Preventative Maintenance Requirements

1. Batteries
 - a. Replace and install ALL starting batteries on a three-year replacement cycle or as needed because of failure. **The University will provide replacement batteries to the Awarded Vendor as needed.**
 - b. Test generator starting batteries
2. Fuel
 - a. Replace the following:
 - i. Day tank filter
 - ii. Fuel Filter
 - iii. Fuel Elements
 - b. Inspect the fuel system for leaks
3. Oil
 - a. Change lube oil
 - b. Change all filters
4. Clean
 - a. Engine crankcase breather
 - b. Primary fuel filter screen
 - c. Generators inside and out
5. Air Cleaner and Air Induction System
 - a. Check the air cleaner elements and air induction system for any foreign material, remove unwanted foreign materials
 - b. Replace air filter elements as needed
6. Turbo Charger
 - a. Check for end play and leaks
 - b. Adjust or repair as needed
7. Coolant
 - a. Flush coolant and replace with proper coolant mixture with inhibitors, per manufacturer's guidelines
 - b. After coolant is replaced, warm-up system and check for proper coolant inhibitor strength and proper antifreeze protection
 - c. Change all hoses and belts
8. Transfer Switches and Generator Bearings
 - a. Check all transfer switches with an infrared light for heat expansion of terminals
 - b. Lubricate all transfer switches and generator bearings
9. Doors and Cabinet Latches
 - a. Oil and check for proper operation
10. Load Bank Test
 - a. Perform a four (4) hour load bank test at 25%, 50%, and 80%
 - b. Load bank testing to be scheduled through the Director of the Physical Plant of his designee and shall be performed during the Annual Inspection and Preventative Maintenance.
11. Operational Testing
 - a. Perform operational testing of generators and transfer switches

Semi-Annual Inspection and Preventative Maintenance Requirements

1. Cooling System
 - a. Clean the radiator core for proper air flow and repair as needed
 - b. Check and replace as needed:
 - i. Coolant inhibitor strength
 - ii. Coolant level
 - iii. Radiator cap and seal
 - c. Check for corrosion and leaks, repair as needed
 - d. Check the condition of all coolant hoses and clamps, replace as needed
2. Fuel System
 - a. Check for leaks and the proper operation of the day tank and transfer pumps, repair as needed
 - b. Drain water and sediment from the day tank
 - c. Check the condition of the flex fuel lines, replace as needed
3. Batteries
 - a. Check:
 - i. Cable and connections
 - ii. Specific gravity and electrolyte levels
 - iii. Battery voltage
 - iv. For proper operation
 - b. Replace any defective batteries, as needed. **The University will provide replacement batteries to the Awarded Vendor as needed.**
4. Terminal Strip Connections
 - a. Tighten and / or repair all
5. Control Panel Relays and Connections
 - a. Tighten and / or repair all
6. Governor Linkage
 - a. Check for proper operation
 - b. Adjust and / or tighten as needed
7. Check the following and repair as needed
 - a. Lube oil level, add fluid as necessary
 - b. Fan belt(s), adjust tension and / or replace
 - c. Exhaust system, including flex couplings and rain flashing
 - d. Air cleaner elements, including cleaner seals and indicators
 - e. Water jacket heater and heater control circuit
 - f. Generator air gap and the generator leads installation
 - g. Collector rings and brushes
 - h. Nuts and bolts for excess noise and vibration, tighten as necessary
 - i. Crank termination time, cranking voltage drop, and engine instruments
 - j. Remote fan motors and pumps
 - k. Louver operation
 - l. Safety shutdown voltage drop across the automatic transfer switch contacts
8. Fuel Testing
 - a. The Awarded Vendor shall sample each fuel tank using a dipstick and water-detection paste. Should any water be identified, the University should be immediately notified and a quote for fuel polishing should be provided to the University with the inspection report.

The Awarded Vendor shall perform all tasks related to the annual and semi-annual inspections and preventative maintenance in accordance with the generator manufacturer's published maintenance requirements. The Awarded

Vendor shall report deficiencies requiring corrective action to the University in writing within seventy-two (72) hours of service completion. The Awarded Vendor shall provide written service reports to the University documenting maintenance performed, test results, and deficiencies identified within seventy-two (72) hours of service completion. The Awarded Vendor shall be an authorized service provider for the generator types listed, and all services must be performed in accordance with the manufacturer's recommended maintenance requirements.

Emergency Services

Emergency Services shall be provided by the Awarded Vendor on an as-needed basis. Emergency Services shall consist of labor and parts for all generators noted in Attachment B. Emergency callout response times shall not exceed twenty-four (24) hours unless approved in writing or by email by the Director of the Physical Plant or designee.

All prospective vendors are to complete the Vendor Certification Form (Attachment A), which will provide primary and emergency vendor contact information. The Awarded Vendor is also required to update this contact information should staffing changes occur.

In the event of an emergency callout, the Awarded Vendor shall provide the University with a detailed billing statement indicating date and time of arrival, technician(s) name, location of emergency callout, nature of emergency service, service conducted, parts replaced or remediation actions taken, and date and time of departure.

Repair Parts and Materials

The Awarded Vendor shall furnish all materials, parts, and labor necessary to replace and / or repair the generators noted within these specifications. All parts shall be original equipment manufacturer (OEM) parts; aftermarket parts / products will not be accepted. The Awarded Vendor shall be responsible for the proper disposal of all used materials and / or parts, including but not limited to fluids, oils, etc.

The Awarded Vendor shall have access to major repair parts within a twenty-four (24) hour period. If additional time is needed, the Awarded Vendor shall notify the University in writing or by email of the delay. The University shall be notified in writing or by email of any delays in repairs due to the inability to locate supplies or replacement parts.

Pricing

Vendors shall provide pricing for the following items:

1. Per unit yearly pricing for Annual Inspection and Preventative Maintenance Service
2. Per unit yearly pricing for Semi-Annual Inspection and Preventative Maintenance Service
3. Fixed hourly labor rate for normal business hours service (Monday – Friday 8:00 AM to 5:00 PM excluding holidays) for repairs not covered in the Annual Inspection and Preventative Maintenance Service
4. Fixed hourly labor rate for overtime hours (outside of normal business hours above) for repairs not covered in the Annual Inspection and Preventative Maintenance Service
5. Fixed hourly labor rate for weekends and University holidays for repairs not covered in the Annual Inspection and Preventative Maintenance Service
6. Emergency call-out fee, if applicable

The per unit pricing provided by vendors shall include all costs associated with the inspections and preventative maintenance, including parts (included in the preventative maintenance specifications), labor, travel, per diem, lodging, etc. These costs shall not be included as separate line items on this invitation to bid, nor shall the Awarded Vendor include these costs on any invoice to the University.

Additions / Subtractions of Service Locations

The University reserves the right to add or remove generator services locations as needed due to construction, building renovations, or newly installed equipment. If a service location is to be removed, the University will notify the Awarded Vendor in writing or by email to the contact listed on the Vendor Certification Form. If a service location is to be added, the University will notify the Awarded Vendor in writing or by email. The Awarded Vendor will then submit a written supplemental pricing quote for that service location for both the annual and semi-annual inspections and preventative maintenance. Once approved, that new service location will be added to the blanket purchase order for the remainder of the term and any subsequent renewals. See Attachment C for the Supplemental Pricing Quotation Form.

Other Repairs

If during the annual and / or semi-annual inspections and preventative maintenance, the Awarded Vendor discovers repairs not covered in the above specifications of the annual and / or semi-annual inspections and preventative maintenance that they feel should be performed; the Awarded Vendor shall notify the Director of the Physical Plant or his designee in writing within seventy-two (72) hours and provide a written quotation detailing the suggested repairs PRIOR to any additional repairs being conducted.

Pre-Bid Meeting

The University is not scheduling a pre-bid meeting for this solicitation. Vendors are encouraged to visit each of the sites listed in Attachment B of this solicitation. If a vendor wishes to visit each of the sites listed, please contact the Director of the Physical Plant to make notification of your visit. University staff will not be available to accompany vendors during their visit.

Payments

The Awarded Vendor shall issue invoices to the University as inspections / work is performed. Invoices shall be itemized by generator location and include the date the service was performed.

Vendors shall complete all pages of this Invitation to Bid, including the printed name and signature of the person submitting the quotation and pricing on the Schedule of Items page. Bid received without this information shall be deemed as non-responsive. Vendors are encouraged to include their own quote for an explanation of your proposed pricing, BUT this vendor quote shall not be a substitute for this completed Invitation to Bid Form.

Schedule of Items

page 7

Bid Number: 50012-661-27	Bid Title: Inspections and Preventative Maintenance of Building Emergency Generators
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IMPORTANT: If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items.

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Item	Description	Quantity	Unit Price	Total Price
1	Annual Inspection and Preventative Maintenance of Building Emergency Generators			
	Adams Classroom	each		
	Biomedical Engineering	each		
	Bogard Hall	each		
	College of Business Building	each		
	Cottingham Hall	each		
	Davison Athletic Complex	each		
	Davison Hall	each		
	F. Jay Taylor Visual Arts Building	each		
	Joe Aillet Football Stadium	each		
	Graham Hall	each		
	Hale Hall	each		
	Harper Commons	each		
	Integrated Engineering and Science Building	each		
	Institute for Micromanufacturing	each		
	Lambright Intramural Sports Complex	each		
	Lomax Hall	each		
	Mitchell Hall	each		
	Park Place Apartments	each		
	Pearce Commons	each		
	Potts Suites	each		
	Power Plant	each		
	Richardson Suites	each		
	Robinson Hall	each		
	Robinson Apartments	each		
	Women's Softball and Soccer Complex	each		
	South Hall	each		
	Student Center	each		
	Thomas Assembly Center	each		
	Tech Point I	each		
	Tech Point II	each		
	Tolliver Hall	each		
	Trailer	each		
	University Apartments	each		
	University Hall	each		
	Wyly Tower of Learning	each		

Schedule of Items

Bid Number: 50012-661-27	Bid Title: Inspections and Preventative Maintenance of Building Emergency Generators
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Item	Description	Quantity	Unit Price	Total Price
2	Semi-Annual Inspection and Preventative Maintenance of Building Emergency Generators			
	Adams Classroom	each		
	Biomedical Engineering	each		
	Bogard Hall	each		
	College of Business Building	each		
	Cottingham Hall	each		
	Davison Athletic Complex	each		
	Davison Hall	each		
	F. Jay Taylor Visual Arts Building	each		
	Joe Aillet Football Stadium	each		
	Graham Hall	each		
	Hale Hall	each		
	Harper Commons	each		
	Integrated Engineering and Science Building	each		
	Institute for Micromanufacturing	each		
	Lambright Intramural Sports Complex	each		
	Lomax Hall	each		
	Mitchell Hall	each		
	Park Place Apartments	each		
	Pearce Commons	each		
	Potts Suites	each		
	Power Plant	each		
	Richardson Suites	each		
	Robinson Hall	each		
	Robinson Apartments	each		
	Women's Softball and Soccer Complex	each		
	South Hall	each		
	Student Center	each		
	Thomas Assembly Center	each		
	Tech Point I	each		
	Tech Point II	each		
	Tolliver Hall	each		
	Trailer	each		
	University Apartments	each		
	University Hall	each		
	Wyly Tower of Learning	each		

Schedule of Items

Bid Number: 50012-661-27 **Bid Title:** Inspections and Preventative Maintenance of Building Emergency Generators

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Vendors shall complete all pages of this Invitation to Bid, including the printed name and signature of the person submitting the quotation and pricing on the Schedule of Items page. Bids received without this information shall be deemed as non-responsive.

[illegible]

Attachment A

Bid Number: 50012-661-27

Bid Title: Annual Inspection and Preventative Maintenance of Building Emergency Generators

Vendor Certification Page

This page shall be submitted with Bid Response

Each Vendor submitting a bid related to this solicitation shall complete this Certification Page and return along with their bid response. Failure to complete this certification page completely and return with your response will cause your bid to be deemed as non-responsive.

Company Name: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Company Main Telephone: _____ Toll Free Number: _____

State of Louisiana Contractor's License Number: _____

OFFICIAL CONTACT. The University requests that the Bidder designate one person as the Supervisor over the University's account. This person is to receive all documents and communications regarding the University. Please identify the Vendor's Primary Point of Contact for the University. (Please print clearly)

Contact Name: _____ Contact Telephone Number: _____

Contact Secondary Telephone Number: _____ Contact Email Address: _____

OFFICIAL EMERGENCY CONTACT. The University requests that the Bidder designate one person as the Emergency Contact over the University's account. This person is to receive after hours and emergency notifications regarding the University. Please identify the Vendor's Primary Point of Emergency Contact for the University. (Please print clearly)

Emergency Contact Name: _____ Emergency Contact Telephone Number: _____

Emergency Contact Secondary Telephone Number: _____ Emergency Contact Email Address: _____

Vendor acknowledges that NO work will be subcontracted. ☐ Yes ☐ No

Signature of Bidder's Authorized Representative: _____

(Signature SHALL be **HAND SIGNED** in ink. Typed signatures are not allowed)

Date of Signature: _____

Failure to return this completed and properly signed Certifications Page along with the bid response shall cause the vendor's bid to be deemed as non-responsive.

Attachment B

Bid Number: 50012-661-27	Bid Title: Annual Inspection and Preventative Maintenance of Building Emergency Generators
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The following page contains information related to the individual emergency generators currently utilized by Louisiana Tech University.

Building Name	Physical Address	Tag Number	Description	Model	Serial #	Make	MFG Date	Engine	KW Output	KVA	Voltage Output	Phase	Amp Output	Fuel Type	Location Descprition
Adams Classrooms	500 Bond Street	V04035-011531	Stand-by Generator	89A02430-S	888663	Generac		2.2L	15	18.7	120/208	3	52	Diesel	Mechanical Yard by cooling tower
Athletic Academic Success Center	1501 Stadium Boulevard	Building still under construction.													
Biomedical Engineering	818 Nelson Avenue	V04035-013501	Stand-by Generator	6798260100	2089406	Generac	6/23/2006		250	313	277/480	3	375	Diesel	In Mechanical Yard Between IFM and Biomed
Bogard Hall	600 Dan Reneau Drive	V04035-011427	Stand-by Generator	2501-1	819181	Generac		2.2L	15	18.7	120/208	3	52	Diesel	In Alcove to left of Adams Blvd Entrance
Carson-Taylor Hall	401 Adams Boulevard	Generator is currently offline and requires replacement.													
College of Business Building	502 West Texas Avenue	V04035-013502	Stand-by Generator	DSGAB-4079045	B100100424	Cummins			125	156	277/480	3	187	Diesel	Beside outdoor HVAC Room
Cottingham Hall	108 Tech Drive	V04035-013503	Stand-by Generator	C20-N6	K200847694	Cummins			20	25	120/208	3	69	Natural Gas	Mechanical Yard behind Cottingham, unit on left
Davison Athletic Complex	1454 West Alabama Avenue	V04035-013504	Stand-by Generator	363NSL1607-2	MT-0020331-0215	Marathon		4.5L	125	156	227/480	3	187	Diesel	East end of atheltics center
Davison Hall	807 Hergot Avenue	V04035-013505	Stand-by Generator	95A01555-S	2019701	Generac		6.4L	100	156	120/208	3	433	Diesel	Mechanical Yard Left of Front entrance
F. Jay Taylor Art Building	312 Mayfield Avenue	V04035-015043	Stand-by Generator	95A03776-S	2022627	Generac		3.0L		25	120/208	3	69	Diesel	Under West sides walk
Forest Products Innovation Center	1200 Agriculture Drive	Building currently under construction. Expected completion date November, 2026.													
Joe Aillet Football Stadium	1519 Stadium Boulevard	V04035-013506	Stand-by Generator	MTU6R0120DS150	95130600486	Marathon			150	187	277/480	3	226	Diesel	West Side
Graham Hall	503 Adams Boulevard	V04035-018247	Stand-by Generator	DNAC-5599182	B038463192	Cummins			7.5		120/208	3	26	Diesel	East End of Building
George T Madison Hall	105 Wisteria Street	Building still under renovation. Expected completion date January, 2028.													
Hale Hall	201 Mayfield Avenue	V04035-018442	Stand-by Generator	DKAC-5631973	I030548759	Cummins			15	18.7	120/208	3	52	Diesel	mechanical yard with cooling towers
Harper Commons	414 South Homer Street	V04035-013507	Stand-by Generator	C10-D6	B170154882	Cummins	2/17/2017		10	10	120/240	1	41	Diesel	Mechanical Yard End of building A
Howard Auditorium	300 Adams Boulevard	Generator is currently offline and requires replacement.													
Integrated Engineering and Science Building	418 Dan Reneau Drive	V04100-025016	Stand-by Generator	GGHG-1827265	D180348656	Cummins	4/23/2018	6.8L	85	106		3		Natural Gas	Behind Cooling towers
Institute for Micromanufacturing	505 Tech Drive	V04035-011860	Stand-by Generator	95A02454-S	2020807	Generac		6.4L		156	277/480	3	188	Diesel	Mechanical Yard Between IFM and Biomed
Lambright Sports Complex	922 Tech Drive	V04035-013516	Stand-by Generator	DSFAC-699697	D110204089	Cummins			60	75	480	3		Diesel	Mechanical Yard
Lomax Hall	1201 Lomax Drive	53200-076653	Stand-by Generator	1391510100 Gen	2061303	Generac	11/28/2000	3.0L	10	10	120/240	1	41	Diesel	East end of building with cooling tower
Memorial Gym	204 Mayfield Avenue	Generator is currently offline and requires replacement.													
Mitchell Hall	212 Tech Drive	V04035-013508	Stand-by Generator	C20-N6	B220042789	Cummins			20	25	120/208	3	69	Natural Gas	Transformer yard east end of building
Park Place Apartments	100 Everett Street	V04035-013509	Stand-by Generator	DSKCA-543915	E090001601	Cummins			30	37	480	3		Diesel	Southwest Corner of Complex
Pearce Commons	413 South Homer Street	V04035-013510	Stand-by Generator	C10-D6	B170154881	Cummins			10	10	120/240	1	41	Diesel	Mechanical Yard End of Building C
Physical Plant	1201 Hull Avenue	Generator is currently offline and requires replacement.													
Potts Suites	510 Adams Boulevard	V04035-013511	Stand-by Generator	C30-D6	C170160988	Cummins			30	37.5	120/208	3	104	Diesel	Mechanical Yard End of Building E
Power Plant	904 Hergot Avenue	V04035-006323	Stand-by Generator	3313-0	815165	Generac		3.0L	30	37.5	120/208	3	104	Diesel	alcove between power plant and machine shop
Richardson Suites	206 Tech Drive	V04035-013512	Stand-by Generator	C20-N6	K200847693	Cummins			20	25	120/208	3	69	Natural Gas	Mechanical Yard behind Cottingham, unit on right
Robinson Hall	205 Mayfield Avenue	V04035-013513	Stand-by Generator	SD020T	3016107650				20	20	120/240		83	Diesel	West End of building
Robinson Apartments	402 Adams Boulevard	V04035-013514	Stand-by Generator	C20-D6	B170154863	Cummins			20	25	120/240	3	69	Diesel	Mechanical Yard End of Building A
Woman's Softball and Soccer Complex	1300 Stadium Boulevard	V04035-013515	Stand-by Generator	CA125L14	1200812627	Cummins			60	75	480	3	90	Diesel	coaches parking lot
South Hall	1104 Hergot Avenue	V04035-015039	Stand-by Generator	89A02435-S	888668	Generac		3.0L		43.7	120/208	3	121	Diesel	parking lot at rear of building
Student Center	211 Wisteria Street	V04035-011159	Stand-by Generator	87A02000	840662	Generac		3.0L	30	37.5	120/208	3	104	Diesel	generator room in breezway
Thomas Assembly Center	1650 West Alabama Avenue	V04035-006652	Stand-by Generator	SR-4	48BH5261	Caterpillar		3406 Cat		325	480	3	390	Diesel	generator room
Tech Pointe I	500 Dan Reneau Drive	V04035-013517	Stand-by Generator	600RE0ZMB	2327524	Kohler			610	763	277/480	3		Diesel	mechanical yard
Tech Pointe II	419 Dan Reneau Drive	V04035-013518	Stand-by Generator	MTU6R0120DS150	95130502050	Marathon			194	155	480	3	233	Diesel	mechanical yard
Tolliver Hall	309 Wisteria Street	V04035-018797	Stand-by Generator	15ROZ	743195	Kohler	2-Sep			19	120/208	3	52	Diesel	mechanical yard
Trailer	1201 Hull Avenue	V04035-013519	Stand-by Generator	d40/2419	789981	Generac		4.0L		50	120/208	3	138	Diesel	Currently stored at Physical Plant
University Apartments	100 Western Street	V04035-013520	Stand-by Generator	C125D6C	H200979248	Cummins			125	156	277/480	3	187	Diesel	at baseball complex
University Hall	200 Keeny Circle	V04035-013521	Stand-by Generator	12214410100	2107092	Generac			10	13	120/208	3	34	Diesel	parking lot behind library
Wyly Tower	703 West Railroad Avenue	V04035-013522	Stand-by Generator	99A02631-S	2047818	Generac	7/16/1999	13.3L	300	375	120/208	3	1040	Diesel	parking lot behind library

Attachment C

Bid Number: 50012-661-27	Bid Title: Inspections and Preventative Maintenance of Building Emergency Generators
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The following page is the Supplemental Pricing Quotation form that the University will utilize to notify the Awarded Vendor that an emergency generator location has been newly installed and requires a quotation for the annual and semi-annual inspections and preventative maintenance.

50012-661-27: Inspection and Preventative Maintenance of Building Emergency Generators

Supplemental Pricing Quotation Form

This form is provided to the Awarded Vendor of the above solicitation as notification that a new generator has been installed and is required to be added to the University's inventory of generators that require annual and semi-annual inspections and preventative maintenance.

Building Information:

Name: _____ Address: _____
Location Description: _____

Generator Information:

Make: _____ Model: _____ Serial Number: _____
MFG Date: _____ Engine Size: _____ KW Output: _____ KVA: _____
Voltage Output: _____ Phase: _____ Amp Output: _____ Fuel Type: _____

Pricing Quotation:

Annual Inspection and Preventative Maintenance: _____
Semi-Annual Inspection and Preventative Maintenance: _____

Printed Name

Signature

Date

Please return this completed and signed quotation form to Joe Peel, jpeel@latech.edu, and Jennifer Caskey, jcaskey@latech.edu.



Louisiana Tech University

Division of Finance
Office of Purchasing

THIS IS A REQUEST FOR A SEALED BID INSTRUCTIONS TO BIDDERS

1. Read the entire bid, including all terms and conditions and specifications.
2. Louisiana Tech University is not liable for any cost incurred by the bidders prior to execution of a contract and the issuance of a purchase order. Any bidder who ships or otherwise expends time or money prior to award as defined does so at the bidder's own risk.
3. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder. If the bidder needs to submit a change, question, exception, or modification to any aspect of the bid specifications, terms, conditions, or bidder instructions, must do so in written form submitted to the Louisiana Tech University Office of Purchasing prior to the bid opening date. All responses and/or addenda will be officially submitted by the Louisiana Tech University Office of Purchasing 72 (seventy-two) business hours before the bid opening date. Business hours is defined as University operating hours while the University is open. Unless received as specified above, all bid information will remain unchanged.
4. This bid is to be manually signed in ink.
5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Destination, unless otherwise provided in the solicitation. Bids requiring deposits, "payment in advance" or "C.O.D" may be rejected. Bid prices shall also include all customs clearance, duties, and taxes into the United States; if applicable. This is to include, but is not limited to, customs broker fees, document fees, duties, taxes, etc. The University does not retain, nor will it retain a customs broker. All importation shall be the responsibility and at the cost of the Vendor. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
6. Amount of bid bond required: every bid submitted for in excess of fifty thousand dollars shall be accompanied by a bid bond guaranteed by a surety company qualified to do business in the state of Louisiana. The bid bond shall be for five percent of the official bid amount.
7. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number; or submitted in the special envelope, if furnished for that purpose. The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The University is not responsible for any delays caused by the bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Bids received after the due date and time will not be considered.
8. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
9. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see no. 27). All bid information shall be in ink or typewritten.
10. Address all inquiries and correspondence to the Louisiana Tech University Office of Purchasing at the address and telephone number listed herein.

11. Bid forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, and properly signed (see no. 27). Bids submitted in the following manner will not be accepted:
- A. Bid contains no signature indicating intent to be bound;
 - B. Bid sent by facsimile equipment;
 - C. Bid filled out in pencil; and
 - D. Bid not submitted on the designated bid forms.
12. Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered.
13. 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. If bidding other than the requested brand or product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model name of the product offered in the bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. See bid document for full requirements.
14. New Products: Unless specifically called for in the solicitation documents, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation documents. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.
15. Louisiana Tech University reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
16. This agreement is non-exclusive and shall not in any way preclude Louisiana Tech University from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
17. Bid opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Louisiana Tech University Purchasing Office during normal working hours. Written bid tabulations will not be furnished prior to 72 hours.
18. Prices: Unless otherwise specified by Louisiana Tech University in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period.
19. Taxes: Vendor is responsible for including all applicable taxes, fees, and tariffs in the bid price. Louisiana Tech University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.
20. Contract renewals: In the event that bid specifications include a renewal option, a term contract may be extended for two additional 12-month periods at the same prices, terms, and conditions upon mutual agreement of the State of Louisiana agency and the contractor. In such cases, the total contract term cannot exceed 36 months.

21. Contract cancellation: Louisiana Tech University has the right to cancel any contract, in accordance with purchasing 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 vendor; (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. Louisiana Tech University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for complaint deliverables in progress.
22. Applicable law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
23. In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.
24. The bidder agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable shall be grounds for termination of any contract entered into as a result of this solicitation.
25. Special accommodation: Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the bid opening, must notify the Louisiana Tech University Office of Purchasing in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.
26. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.
27. Signature authority: Attention: R.S. 39:1594(c) (4) requires evidence of authority to sign and submit bids to the State of Louisiana. You shall indicate which of the following apply to the signer of this bid.

Please circle one:

- 1) The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership must be submitted to this office before contract award.

- 2) The signer of this bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the resolution, certification, or other supportive documents must be attached hereto.
 - 3) The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
28. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950; professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.
29. It is agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts which relate to this contract.
30. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. 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 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.
31. Whenever a public entity enters in to a contract in excess of five-thousand dollars (\$5,000) for the construction, alteration, or repair of any Public Works, the official representative of the public entity shall reduce the contract to writing and have it signed by the parties. When an emergency as provided in R.S. 38:2212(D) is deemed to exist for the construction, alteration, or repair of any Public Works and the contract for such emergency work is less than fifty-thousand dollars (\$50,000), there shall be no requirement to reduce the contract to writing (R.S. 38:2241).
32. For each contract in excess of twenty-five thousand dollars (\$25,000) per project, the public entity shall require of the contractor a bond with good, solvent, and sufficient surety in a sum of not less than fifty percent (50%) of the contract price for the payment by the contractor or subcontractor to claimants as defined in R.S. 38:2242. The bond furnished shall be a statutory bond and no modification, omissions, additions in or to the terms of the contract, in the plans or specifications, or in the manner and mode of payment shall in any manner diminish, enlarge, or otherwise modify the obligations of the bond. The bond shall be executed by the contractor with surety or sureties approved by the public entity and shall be recorded with the contract in the office of the recorder of mortgages in the parish where the work is to be done not later than thirty days after the work has begun.
33. For construction projects falling within classifications of 37:2150 the bidder must be fully qualified under any state or local licensing law for contractors in effect at the time and at the location of the work before submitting his bid. In the state of Louisiana, revised statutes 37:2150, et seq. Will be considered, if applicable. The contractor shall be responsible for determining that all of his sub-bidders or prospective subcontractors are duly licensed in accordance with law. On any bid in excess of fifty thousand dollars (\$50,000), the Contractor shall certify that he is licensed under R.S. 37:2150-2163 and show his license number on the bid. The bid envelope shall be identified on the outside with the Name of the Project, Bid Number, Bid Time, the Name of the Bidder and the License Number of the Bidder.
34. 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.

35. Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries - In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following: 1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; 2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veteran Affairs or the Louisiana Department of Veteran Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous three (3) tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the programs are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>.

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for the participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed by <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>. For additional information regarding certification, please contact the LED at 800.450.8115 or 225.342.3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at www.vetaffairs.al.gov.

The State of Louisiana is committed to the success of this program and encourages your participation.

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

1. Minimum Scope and Limits of Insurance

a. Workers' Compensation

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

b. Commercial General Liability

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

c. Automobile Liability

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

d. Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the Contract. It shall provide coverage for the duration of the Contract and shall have an expiration date no later than thirty (30) days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than twenty-four (24) months, with full reinstatement of limits, from the expiration date of the policy.

e. Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under the Contract. It shall provide coverage for the duration of the Contract and shall have an expiration date no earlier than thirty (30) days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than twenty-four (24) months from the expiration date of the policy, if the policy is not renewed.

2. Deductibles and Self-Insured Retentions

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

3. Other Insurance Provisions

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

- a. Commercial General Liability and Automobile Liability Coverage
 - i. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards to negligence by the Contractor. ISO Form CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
 - ii. The Contractor's insurance shall be primary as respects to the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the Contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.
- b. Workers' Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.
- c. All Coverages
 - i. All policies must be endorsed to require thirty (30) day written notice of cancellation to the Agency. Ten (10) day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, the Contractor is required to notify the Agency of policy cancellations or reductions in limits.
 - ii. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant Certificate of Insurance shall release the Contractor from the obligations of the insurance requirements or indemnification agreement.
 - iii. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
 - iv. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

4. Acceptability of Insurers

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers' compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within thirty (30) days.

5. Verification of Coverage

1. The Contractor shall furnish the Agency with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any Contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder shall be listed as follows:

State of Louisiana
Louisiana Tech University, Its Officers, Agents, Employees and Volunteers
PO Box 7924
Ruston, LA 71272

3. In addition to the Certificates, the Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain such insurance, the Contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the Contract.

6. Subcontractors

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

7. Workers' Compensation Indemnity

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