


INVITATION TO BID		BID DUE DATE AND TIME	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		06/20/2024 11:00 AM CT	
SOLICITATION RFQ-0000002254 SUPPLIER # SUPPLIER NAME AND ADDRESS <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 10px;"></div>		RETURN BID TO lsubids@lsu.edu Buyer Erica Pino Buyer Phone Buyer Email epino2@lsu.edu Issue Date 05/28/2024	
TITLE: Custodial Services for Law Center - Term Contract			
To Be Completed By Supplier			
1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. 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			
1. 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. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. 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. 4. 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. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. 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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1. Bid Submission Information

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 (*This email address should be used for bid submissions only*). 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.

2. Bid Opening Information

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/tJEqcuCrqzMtH930MhK84-K2IANJOT5kKxWp>

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.

3. Method of Award

All or None- Bid shall be awarded to the lowest responsible and responsive supplier for all items.

4. Insurance Requirements

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.

SOLICITATION RFQ-000002254

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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. Diverse Supplier

(a) Supplier understands that LSU, as the state's flagship university, has an interest in providing entrepreneurial opportunities to diversity-owned businesses. The university is dedicated to promoting the growth and development of minority, women, and small and historically underutilized businesses ("Diverse Businesses") by providing opportunities to participate in university contracts.

(b) In support of this commitment, the supplier shall use good faith and best efforts to provide opportunities to Diverse Businesses that are either certified by the state or another certifying agency in a diverse category, as a subcontractor or supplier under this agreement.

(c) If applicable, supplier shall provide LSU with a list of diversity-owned businesses during each contract year, the list of businesses should identify: (1) the name of the business; (2) its principal office or address; (3) the owner(s); and (4) the services or goods that it may provide or supply and the value of the goods or services procured from the businesses included on supplier's list.

(d) To the extent that any federal or state law, rule, or regulation would require that this section be modified or voided, the parties agree that such provision can be amended or severed from the agreement without affecting any of the other terms of the agreement.

33. 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](#).

SOLICITATION RFQ-000002254

DUE DATE 06/20/2024

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<p>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Office of Accounting Services Baton Rouge, LA 70803</p>					
1	<p>All or None</p> <p>Custodial Services for the Paul M. Hebert Law Center per attached specifications</p>	12	Month	\$ _____	\$ _____
2	<p>All or None</p> <p>Special Events and Intensive Building Use: Library-Study Areas and Stack Areas per attached specifications</p>	15	Day	\$ _____	\$ _____
3	<p>All or None</p> <p>Special Events and Intensive Building Use: Law Center Rooms W301 and W303 per attached specifications</p>	20	Each	\$ _____	\$ _____
4	<p>All or None</p> <p>Special Events and Intensive Building Use: Law Center Auditorium per attached specifications</p>	40	Each	\$ _____	\$ _____

SOLICITATION RFQ-0000002254

DUE DATE 06/20/2024

DUE TIME 11:00:00 AM

ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
5	All or None Special Events and Building Use: Classrooms (when used in connection with special programs) per attached specifications	48	Each	\$ _____	\$ _____

SPECIFICATIONS

Custodial Services - Law Center

The University desires to enter into an agreement with a single supplier for custodial services at the Paul M. Hebert Law Center, Baton Rouge, Louisiana, in accordance with the following specifications.

1. Supplier will be required to furnish all labor, equipment, materials, supplies, supervision and services necessary to perform this contract, with exception of hand soap, paper towels and toilet tissue to be provided by the University. The supplier, however, will be responsible for distribution and filling of all dispensers with the above-mentioned University supplied products.
2. **PERFORMANCE and LABOR & MATERIAL BOND:** Supplier is to furnish a performance and labor and material bond of \$50,000.00 within fifteen (15) days after written notice from the University that the work has been awarded to them. If the University does not receive the bond within the allotted amount of time, we reserve the right to reject the bidder and proceed to award the bid to another qualified bidder. Any surety bond(s) shall be written by a surety or insurance company licensed to do business in the State of Louisiana and currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies, which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent (10%) of policyholder's surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and licensed to write surety bonds.
3. Supplier shall not allow any person under 18 years of age or any person that is not on the supplier's payroll in the building at any time.
4. Supplier's supervisory-level personnel must be on the job site each day and be accessible to the University representative.
5. The estimated number of gross square feet in the two law buildings is 226,254 sq. ft. The supplier is responsible for obtaining the actual square footage of all spaces in each building if needed prior to bidding.
6. **Non-mandatory site visit:** You are encouraged to inspect the buildings prior to bidding. You must arrange a site visit before inspecting the building on your own. Please contact Albin Murtagh at 225-578-8470 or amurtag@lsu.edu to arrange a site visit. *Any questions that arise as a result of the site visit should be sent via email to Erica Pino at epino2@lsu.edu.*
7. Supplier must have been in business (registered with the State of Louisiana) for a minimum of five years and must have a minimum of five years satisfactory experience in full service janitorial maintenance and having satisfactorily performed in a comparable facility.

Upon request, prior to award, and to the University's satisfaction, supplier must be able to furnish a resume to support its ability to perform all work called for in these specifications. Supplier must include the name of the company, contact person, telephone number, email address, and address of comparable facility experience references. The University will be the sole judge in determining the supplier's qualifications for this job.

8. All personnel are expected to work in a manner which will maintain the security and best interests of the University. The University reserves the right to require the awarded supplier to remove any employee from work at the Law Center whose actions are deemed to be contrary to the public interests or inconsistent with the best interest of the University.
9. Should the supplier fail to comply with any term of the contract, the University will give written notice of such deficiency. Should the supplier fail to rectify such deficiency within 10 calendar days of the written notice, the bonding surety may be directed to correct such deficiency. Repeated recurrence constitutes grounds for termination of the contract at the option of the University.
10. The supplier is to contract for goods, services, and employment in his firm's name only, and will not implicate the University, directly or by inference, in these transactions. Supplier is to be, in all respects, an independent contractor and none of awarded supplier's employees are to be regarded as employees of the University.
11. All personnel of the supplier will be required to wear, at all times on the premises, a uniform with identification badges stating company name and worker's name. Per LA RS 15:587.1, LSU is prohibited from hiring anyone convicted of or pleading no contest to any of the crimes listed in the statute barring approval by the district attorney and a district judge. Due to the diverse work force, faculty and students at the University, there are many vulnerable populations in the campus community.

In an effort to ensure their safety, the supplier must provide a letter certifying that criminal history checks have been conducted on all security and guest service personnel providing service to the University. Said letter shall be provided upon request. As team members are added throughout contract period, an updated letter must be provided. An updated letter will be required every year for all employees, and any additional employees that may be used. The criminal history check information must be maintained on file by the supplier, and LSU reserves the right to request copies of the criminal history checks at any time. The supplier shall be required to adhere to all University policies.
12. The supplier shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the University.
13. Supplier shall be responsible for all keys issued. The supplier shall secure all rooms at all times. No doors shall ever be unlocked and unattended or propped open for any amount of time. **Keys are not to be left in doors and awarded supplier is not to admit anyone to the facility or offices while work is in progress, unless advised to do so by the University representative. All doors are to be closed, locked, and checked before leaving building.** In the event of key loss, supplier shall reimburse the University for replacement or corrective measures. A lost key may mean re-keying of the entire building at the cost of the supplier.
14. Supplier's personnel are not to disturb papers on desks, open drawers or cabinets, use telephones or radios, or tamper with personal property.
15. Supplier is to report to University representative, in writing, anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc. as soon as possible.
16. The University representative is to at all times have access to work when it is in progress.
17. Areas are to be designated for storage of awarded supplier's equipment and supplies, but the University is not responsible for such equipment or supplies left in the building.
18. Any damage done by employees of the supplier is to be the direct responsibility of the supplier.
19. The supplier is expected to work when the University is open. For example, while classes may not be in session, the University may still be open, thus, the supplier is still required to report for cleaning. It is the responsibility of the supplier to coordinate schedules with the Law Center.

20. Services are to be provided per the attached schedule. Prior to commencement of services and at any time the scheduling of services is changed, the supplier shall provide a written Outline of Services. The Outline of Services shall include:
- a. The days of the week the services are provided, or if less frequently than daily, the week or month the services are to be provided.
 - b. The specific areas in which the services are provided.
 - c. The time of day or days the services are to be provided.
21. Supplier is to provide one (1) day attendant. Attendant is responsible for cleaning and supplying restrooms in accordance with regular contract specifications throughout the day (8:00 a.m. through 4:30 p.m.), checking halls, picking up trash in common areas, the student lounge area, cleaning spills, and other duties as directed by the University building maintenance supervisor.
22. The supplier may be required to provide additional daytime and nighttime staff (at no additional cost) as necessary to accommodate the need for increased custodial support during special events. The custodial supervisor will be notified of these special events in advance such that redeployment of personnel and changes in work schedules can be accomplished in a timely and effective manner. Regular cleaning schedules shall be performed in addition to extra cleaning services for special events as requested by the University.

ADDITIONAL INFO

- Cleaning is to take place Sunday – Friday (preferably evenings on Sunday), however work cannot start before 5pm Monday – Friday.
- Classes, organized meetings, practices, etc. should not be disturbed in classrooms. Those areas should be cleaned a few hours later when the event is over. Classrooms may be entered and cleaned when students are simply studying individually. Students studying in classrooms should not be disrupted.
- There are approximately 65 toilets, 65 sinks, and 25 urinals in approximately 34 restrooms.
- See Attachment A for Carpet Cleaning Procedures.

DAILY CLEANING PROCEDURE

ELEVATORS

1. Dust mop hard surface floors.
2. Spot damp mop hard surface floors with disinfectant/detergent solution.
3. Clean door tracks.
4. Clean interior and exterior doors and frames with disinfectant/detergent solution.
5. Spot clean walls with disinfectant/detergent solution.

STAIRWAYS

1. Police steps for litter once per day.
2. Spot damp mop spills.

STUDENT, FACULTY, AND STAFF LOUNGES

1. Empty all trash cans. Replace plastic liners in trash cans. Clean with disinfectant/detergent solution.
2. Dust mop floors. Damp mop with disinfectant/detergent solution.
3. Spot clean walls and clean doors and frames with disinfectant/detergent solution.
4. Clean all horizontal surfaces and vents with disinfectant/detergent solution.

CORRIDORS, ALL OTHER COMMON AREAS, AND ENTRY WAY

1. Dust mop floors; spot damp mop with disinfectant /detergent solution from mop bucket.

LIBRARY STUDY AREAS

(Includes all study tables and carrel accommodation in new building (4 levels), old library stacks (5 levels), and Rooms W301 & W303 of the old Law Building).

1. Vacuum carpet, or dust mop hard surface floors.
2. Empty all trash cans.
 - a. Clean with disinfectant/detergent solution.
 - b. Replace plastic liners in trashcans.
3. Pick up trash from floors, tables, and chairs. Remove gum from floors.
4. Replace chairs neatly in front of tables and study carrels.
5. Empty pencil sharpeners.

LIBRARY STACK AREAS

1. Vacuum carpet, or dust mop hard surface floors.
2. Empty all trash cans.
 - a. Clean with disinfectant/detergent solution.
 - b. Replace plastic liners in trash cans.
3. Pick up trash. Remove gum from floors.

LAW BUILDING ENTRANCES

1. Sweep doorways at least ten feet out.
2. Remove trash, empty trash cans, and replace plastic liners.
 - a. Clean trash cans with disinfectant/detergent solution.
3. Vacuum floor mats.

CLASSROOMS

1. Empty all trash cans.
 - a. Replace plastic liners in trash cans.

- b. Clean with disinfectant/detergent solution.
2. Erase whiteboards.

OFFICES

1. Empty all trash cans, replace plastic liners in trash can if needed.
 - a. Clean with disinfectant/detergent solution, using spray technique.
 - b. Spot clean if unusual circumstance requires.

EAST OUTDOOR PLAZA

1. Empty all trash cans, replace plastic liners in trash can if needed.

AROUND EXTERIOR OF THE BUILDINGS

1. Empty all trash cans, replace plastic liners in trash can if needed.

SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY & FRIDAY CLEANING PROCEDURE

RESTROOMS

1. Empty trash cans and replace plastic liner in trash can. Clean trash cans with disinfectant /detergent solution.
2. Clean urinals and toilets with bowl cleaner on bowl brush with disinfectant and detergent.
3. Clean lavatories with disinfectant and detergent.
4. Check towel, tissue, and soap dispensers.
 - a. Refill if needed.
 - b. Towels are to be put in dispensers.
 - c. Clean dispensers when needed.
 - d. Leave extra towels and tissues.
5. Sweep floors, using broom and dustpan.
6. Damp mop floors with disinfectant/detergent solution.
7. Clean mirrors with glass cleaner.
8. Spot clean walls and clean entry door and frame with disinfectant/detergent solution.
 - a. Report non-removable graffiti to Building Superintendent.
9. Clean walls, partitions, and doors around urinals and toilets with disinfectant/detergent solution.
 - a. Exposed pipes are also to be cleaned.

TUESDAY, THURSDAY & SUNDAY CLEANING PROCEDURE

CLASSROOMS

1. Vacuum and spot clean carpets.
2. Dust mop floors. Spot damp mop, with disinfectant/detergent solution from mop bucket.
3. Spot clean walls and clean doors and frames with disinfectant/detergent solution.
4. Clean all horizontal surfaces and vents with disinfectant/detergent solution.

STAIRWAYS

1. Sweep steps and landings, using broom and dustpan.

CORRIDORS, ALL OTHER COMMON AREAS, AND ENTRYWAYS

1. Clean all drinking fountains with disinfectant/detergent solution (including behind machines).
2. Empty all trash containers.
3. Vacuum carpeted floors and spot clean as necessary.

EAST OUTDOOR PLAZA

1. Empty all recycle bins, replace plastic liners if needed.

MONDAY & WEDNESDAY CLEANING PROCEDURE

CLASSROOMS

1. Police classrooms and pick-up litter.
2. Spot damp mop, with disinfectant/detergent solution from mop bucket.

TWICE WEEKLY CLEANING PROCEDURE

OFFICES

1. Vacuum rugs and carpets, and dust mop hard surface floors.
 - a. Spot damp mop with disinfectant/detergent solution and spot clean carpets.
2. Dust horizontal surfaces, without moving items on the horizontal surfaces.

THREE TIMES WEEKLY CLEANING PROCEDURE

OFFICES

1. Empty all recycle bins, replace plastic liners if needed.
 - a. Clean with disinfectant/detergent solution, using spray technique.
 - b. Spot clean if unusual circumstance requires.

WEEKLY CLEANING PROCEDURE

CLASSROOMS

1. Clean (not just erase) whiteboards.
2. Machine buff floors.

ELEVATORS

1. Machine buff hard surface floors.

STAIRWAYS

1. Damp mop stairs and landings with disinfectant/detergent solution from mop bucket for hard surface floors and vacuum carpet areas.
2. Clean handrails and banisters with disinfectant/detergent solution.
3. Spot clean walls and clean doors and frames with disinfectant/detergent solution.

ESCALATORS

1. Clean treads using an escalator cleaning machine that will wash and dry the treads simultaneously.
2. Clean handrails with disinfectant/detergent solution.
3. Clean glass partitions using glass cleaner.
4. Clean wall surfaces.

CORRIDORS, ALL OTHER COMMON AREAS, AND ENTRYWAYS

1. Clean all entrance doors and glass with glass cleaner.
2. Clean doors and frames with disinfectant/detergent solution.
3. Damp mop floors with disinfectant/detergent solution from mop bucket.
4. Spot clean walls.
5. Machine buff hard surface floors.
6. Vacuum carpeted floors.

LIBRARY STUDY AREAS

(Includes all study tables and carrel accommodation in new building (4 levels), old library stacks (5 levels), and Rooms W301 & W303 of the old Law Building).

1. Spot clean carpet with carpet cleaner.
2. Spot clean walls and clean doors and frames with disinfectant/detergent solution.
3. Damp mop floors with disinfectant/detergent solution.
4. Clean interior partition glass.
5. Machine buff hard surface floors.
6. Dust tabletops, and dust work surfaces in study carrels, without moving items on the horizontal surfaces.

LIBRARY STACK AREAS

1. Spot clean walls and clean doors and frames with disinfectant /detergent solution.
2. Damp mop floors with disinfectant /detergent solution.
3. Spot clean carpet with carpet cleaner.

STUDENT, FACULTY, AND STAFF LOUNGES

1. Clean refrigerators and microwaves
2. Empty all trash cans.
Replace plastic liners in trash cans

EAST OUTDOOR PLAZA

1. Clean all tables and benches.

EVERY TWO WEEKS CLEANING PROCEDURE

LAW BUILDING ENTRANCES

1. Clean all entrance door glass with glass cleaner.
2. Clean doors and frames with disinfectant /detergent solution.
3. Sweep or blow clean the entire covered walkway and side entrance to the New Law Building and front entrance and steps to the Old Law Building.
4. Clean exteriors of all garbage cans, interior and exterior.

MONTHLY CLEANING PROCEDURE

OFFICES

1. Damp mop hard surface floors.
2. Machine buff hard surface floors.
3. Clean all horizontal surfaces and vents with disinfectant/detergent solution.
4. Spot clean walls with disinfectant/detergent solution and dust wood-paneled walls.
5. Clean doors and frames with disinfectant/detergent solution.

CORRIDORS, ALL OTHER COMMON AREAS, AND ENTRYWAYS

1. Clean all horizontal surfaces and vents with disinfectant/detergent solution.

RESTROOMS

1. Clean all horizontal surfaces and vents with disinfectant/detergent solution.
2. Machine scrub floors.

LIBRARY STACK AREAS

1. Machine buff hard surface floors.

LAW BUILDING ENTRANCES

1. Wipe frames of windows.
2. Clean all first-floor windows (under front overhang), inside and out, with glass cleaner.

SEMI-ANNUAL CLEANING PROCEDURE

CLASSROOM

1. Strip and finish hard surface floors.

OFFICES

1. Strip and finish hard surface floors.

ELEVATORS

1. Strip and finish hard surface floors.

STAIRWAYS

1. Strip and finish landing hard surface floors.
2. Clean wall surfaces.

STUDENT, FACULTY, AND STAFF LOUNGES

1. Strip and finish hard surface floors.

CORRIDORS, ALL OTHER COMMON AREAS, AND ENTRYWAYS

1. Strip and finish hard surface floors.

LIBRARY STUDY AREAS

1. Strip and finish hard surface floors.
2. Clean carpeted floors with a rotary shampoo process.

LIBRARY STACK AREAS

1. Strip and finish hard surface floors.
2. Dust unoccupied Library shelving.
3. Vacuum tops of books on Library shelving to remove dust.

LAW BUILDING ENTRANCES

1. Pressure wash covered walkway ceiling, posts, and walkway.

ANNUAL CLEANING PROCEDURE

STAIRWAYS

1. Deep clean steps.

ATTACHMENT A- CARPET CLEANING PROCEDURES

GENERAL INSTRUCTIONS

Spot removal products that have been tested and certified in the Carpet and Rug Institute (CRI) Seal of Approval Program for cleaning products are recommended for specific spots (reference www.carpet-rug.org). Additional spot removal procedures are listed below if professional and CRI certified products are not available:

- Scoop up any solids gently with a spoon or dull knife. Absorb wet spills as quickly as possible by blotting with **white** paper or cloth towels.
- Always blot, **never scrub or rub abrasively**, because it may create a fuzzy area. When blotting, work from the outer edge in toward the center of the spot to avoid spreading the spill and enlarging the problem.
- **Thorough removal of both the stain material and the detergent residue is critical to prevent re-soiling. Water extraction is the best way to accomplish this. Many cleaning equipment manufacturers offer small extraction machines specially designed for spot cleaning. These are small, lightweight and highly portable. They do an excellent job of rinsing after spot cleaning. They are also an excellent way to deal with body fluids on the carpet.** For additional information on these machines call the Shaw Technical Services Department.
- Place several layers of white towels on the spot to draw out any remaining moisture. Weight them down with a heavy object that will not transfer color, such as a plastic jug of water.

REMOVAL PROCEDURES

- A. WATER SOLUBLE STAINS - Absorb as much as possible with white towels. Blot the affected area with more towels dampened with cool water until no more color transfers to the towels. If any of the stain remains, use a detergent solution of 1/2 teaspoon (no more) of **CLEAR** liquid hand dishwashing detergent (do not use those containing lanolin or hand lotions) to a quart of water in a clean spray bottle. You may also use a general purpose spot cleaner with a pH less than 10.

For printed carpets, do not use cleaning agents with a pH higher than 8. Spray lightly onto the spot and blot repeatedly with white towels. **Rinse thoroughly** by spraying with clean water, and then blot or extract. Do not use too much detergent because the residue will contribute to rapid re-soiling.

A-1. Either: apply a white vinegar solution (one part white vinegar to one part water) to a white towel and blot or spray onto spot. Continue as in "A" or use a slightly acidic spotter made for coffee, tea and other tannin stains rather than the detergent.

A-2. Either: apply a solution of household ammonia (one tablespoon of ammonia to one cup water) to a white towel and blot or spray onto spot. Continue as in "A" or use an alkaline spotter made for removing blood and protein stains rather than the detergent. **Do not use on printed styles.**

- B. GREASE - Blot as much as possible with white towels. Apply a solvent designed for grease removal to a towel and blot. **Use sparingly and do not pour or spray directly** on the carpet pile as damage to the backing or adhesive underneath may result or use a gel solvent.

Use the towels to transport the solvent to the carpet. Repeat until no more color transfers to the towel. Provide adequate ventilation and **do not use flammable solvents!** Rinse thoroughly by spraying with clean water, and then blot or extract. If needed, continue with procedures in "A".

- C. FREEZE areas with chewing gum and candle wax with ice or a commercially available product in an aerosol can. Shatter with a blunt object and vacuum before the chips soften. Follow up with solvent as in "B" or use a gel solvent.
- D. Several specialty spotting products are available from cleaning industry suppliers to remove difficult stains such as Betadine, food dyes, mustard, etc...
- E. RUST can be removed in most cases with a 10% solution of oxalic acid which is available under several brand names at most stores selling cleaning products. Stubborn cases require 5% hydrofluoric acid which is difficult to obtain and dangerous to use. Both should be used with **caution** by a trained professional.

RECOMMENDED PROCEDURES BY STAIN TYPE STAIN	REMOVAL PROCEDURE
Adhesive, Carpet*	B,A,
Alcoholic Beverages	A
Asphalt	B
Beer	A
Betadine*	A,D
Blood, wet	A
Dry	A-2
Butter	B
Chewing Gum	C
Chocolate	A-2
Coffee*	A-1, D
Cola Drinks	A
Cosmetics*	B,A,D
Crayon	B
Deicer, Salt	Vacuum, A
Excrement	A
Food Dyes*	A,D
Furniture Polish	A,B
Grease, Auto	B
Food	A
Ink, Ballpoint	B B,D
Permanent Washable*	A
Lipstick	B
Milk	A
Mustard*	A,D
Nail Polish	Polish Remover
Paint, Latex, Wet Latex, Dry	AB
Oil	B
Rust*	E
Tea*	A-1, D
Toner, Copier	Vacuum, A
Unknown*	B,A
Urine	A-1
Vomit	A-1
Wax	C
Wine	A-2

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.