



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: 50012-658-27 **Bid Title:** Post-Event Custodial Services for Intercollegiate Athletics Facilities

Bid Schedule:

Pre-Bid Conference:

July 29, 2026 @ 9:00 AM (1650 West Alabama Avenue Ruston, LA 71270)

Bid Submission Deadline / Opening:

August 17, 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:

Post-Event Custodial Services for Athletics

* No bid bond is required for this solicitation *

** This solicitation will result in the issuance of a purchase order covering the time frame September 1, 2026 to August 31, 2027 with the option to renew for two (2) additional one (1) year periods.

*** The Awarded Vendor shall be required to provide current and updated Certificates of Insurance compliant with the attached Insurance for Contractors document attached to this solicitation ***

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 Post-Event Custodial Services for Intercollegiate Athletics Facilities. The facilities included in this solicitation are the Davison Athletic Complex, the Thomas Assembly Center, and the Joe Aillet Stadium Press Box and Suites in Ruston, Louisiana 71270. These facilities are either owned, leased, or rented by Louisiana Tech University.

Solicitation Timeline and Important Dates:

Mandatory Pre-bid Meeting – July 29, 2026 @ 9:00 AM

Deadline for Vendors to submit questions – July 31, 2026 @ 5:00 PM

Deadline for answers to submitted questions – August 7, 2026 @ 5:00 PM

Deadline for bids to be received – August 17, 2026 @ 2:00 PM

Awarded Vendor Qualification Requirements:

1. Awarded Vendor shall be familiar with CDC recommended guidance for cleaning and disinfecting.
2. Awarded Vendor shall be licensed and certified as required by the State of Louisiana, and all other applicable agencies. Provide proof of license, registration, and / or certification in our bid package.
3. Awarded Vendor shall not subcontract any portion of this contract. All work is to be performed directly by the Awarded Vendor responding to this bid. Provide a statement in the bid package acknowledging that no work shall be subcontracted.
4. Awarded Vendor's employees must be properly trained in the latest custodial services, practices, and techniques.
5. Awarded Vendor shall currently have a minimum of three (3) large commercial accounts (equal to or greater than 50,000 square feet) within the State of Louisiana and / or three hundred fifty (350) miles of the Ruston, Louisiana area. Vendors shall complete the Certification Form on Attachment A to submit along with their bid submission.
6. Awarded Vendor must have operated a custodial services business for at least five consecutive years.
7. Awarded Vendor must respond adequately to emergency calls within a two (2) hour period. Adequately means with a crew sized-sufficiently to address the emergency. Failure to respond may yield contract penalty of \$50 per call.
8. Awarded Vendor's employees shall maintain a neat, clean, and professional appearance at all times. Awarded Vendor's employees shall wear uniforms identifying the name of their company. The uniform shirt shall include the name of the employee or alternately the employee may wear an identification badge. The uniform shirt shall be worn tucked inside of the trousers at all times.
9. Awarded Vendor shall be required to adhere to the University's tobacco use policy which states that use of all tobacco products, including smokeless tobacco products, are strictly prohibited on the Louisiana Tech campus. This includes electronic cigarettes.
10. Awarded Vendor shall provide a complete list of all chemicals and materials that will be used to perform custodial services on campus. The list should include type, brand, manufacturer, and anticipated quantity.
11. Awarded Vendor shall provide a complete copy of their insurance certificate indicating proof of coverage as required in the 'Insurance Requirements for Contractors' section of this solicitation. The Awarded Vendor shall also provide updated certificates of insurance as expirations and / or cancellations occur. Failure to maintain sufficient insurance coverage will cause the termination of the agreement between the Awarded Vendor and the University.

Mandatory Pre-bid Meeting:

Vendors that intend to submit a bid shall personally visit each facility as a part of the pre-bid prior to submitting a bid. The Vendor shall be responsible for familiarizing themselves with existing conditions. The Vendor is also responsible for verifying all dimensions, square footages, sizes, etc. The pre-bid meeting is MANDATORY for any vendor intending to submit a bid. This pre-bid meeting will be held on July 29, 2026 @ 9:00 AM and will begin at the Thomas Assembly Center 1650 West Alabama Avenue, Ruston, LA 71270 (front steps by the ticket booths). All sites will be visited during this pre-bid meeting. Vendors intending to submit a bid shall be required to have a representative sign-in at the beginning of the meeting and be present until the end; visiting all sites with University staff. There will be no other opportunity for prospective vendors to visit the site with University staff and ask in-person questions.

Inquiry Period:

All inquiries / questions, requests for information, requests for clarification, etc. shall be made in writing to the Office of Purchasing at purchasing@latech.edu no later than 5:00 PM on July 31, 2026. Any inquiry submitted after this date and time will not be acknowledged or answered. The Office of Purchasing will then issue an addendum to address any and all inquiries / questions submitted, if required. This will be the only official and binding response to any inquiry.

Scope of Services:

The Awarded Vendor shall provide complete, post-event custodial services for Louisiana Tech University; including but not limited to the Davison Athletic Complex, Thomas Assembly Center, and the Joe Aillet Stadium Press Box and Suites in Ruston, LA 71270. The University reserves the right to add or delete a facility as needed.

Awarded Vendor Personnel:

The Awarded Vendor shall provide a sufficient amount of adequately training staff to perform all required custodial services in a timely manner.

1. The Awarded Vendor shall provide at least one (1) full-time custodial supervisor assigned to the Louisiana Tech University account. The supervisor shall be present at all times when other Awarded Vendor personnel are working at Louisiana Tech University.
2. The University reserves the right to require the Awarded Vendor to remove any employee from any or all buildings / locations for any reason.
3. The Awarded Vendor shall be responsible for furnishing a replacement employee who also shall meet all previously stated requirements in the event of sickness or absence of the regular worker and notify the University facility coordinator of that replacement.
4. The Awarded Vendor's employees will not be able to use common areas of any University facility for breaks, lunch, etc. The Awarded Vendor's employees shall be allowed to use the common restrooms in these facilities.
5. The Awarded Vendor shall not bid on or otherwise contract with a public entity for the physical performances of services within the State of Louisiana unless the private employer verifies in a sworn affidavit attesting to both of the following:
 - a. The private employer is registered and participates in a status verification system to verify that all new employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
 - b. The private employer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
6. The Awarded Vendor shall be the primary employer of the temporary staffing service employees and, in its sole discretion as an employer; reserves the right to hire, assign, and/or terminate its own employees. The University is not a co-employer of the Awarded Vendor's staff.
7. The Awarded Vendor will act as an Independent Contractor conducting business with the University and as such will comply with all Federal, State, and Local laws regarding working conditions, hours of employment, overtime regulations, and methods of payment. All work shall be performed in compliance with all applicable Federal, State, and Local laws, codes, and regulations.
8. The Awarded Vendor's employees shall NOT be entitled to participate in any of the employee benefit plans of the University or State Agency using these services, including retirement, deferred compensations, insurance, paid leave and holidays, and other similar plans, programs, and agreements, whether reduced to writing or not. Any benefits accruing to the temporary staffing employees shall be the responsibility of the Awarded Vendor.
9. The services provided to accomplish the requirements of this contract shall be under the control, management, and supervision of the Awarded Vendor, unless otherwise stated.
10. The Awarded Vendor must provide its employees with Worker's Compensation and Unemployment Compensation Insurance and must deduct all applicable Federal, State, and Local taxes from employees' checks. The employees provided under this contract must be employees of the Awarded Vendor; the employees provided SHALL NOT be considered to be independent contractors by the Awarded Vendor.
11. The Awarded Vendor will be responsible for wages, salaries, fringe benefits, withholding and payment of any taxes, federal, state, social security, and any other taxes or levies upon the Awarded Vendor's employees at the State Agencies using these services.
12. No employee of the Awarded Vendor may supervise a University employee.

Schedule of Services:

1. Awarded Vendor will be required to provide custodial services described herein immediately following each event. Many of these events will take place after normal business hours and will require late night / weekend service.

2. Emergency Call Out – Awarded Vendor shall provide full contact information for the supervisor assigned to the Louisiana Tech University account. The supervisor shall be available and able to be reached by phone at all times. If for some reason this supervisor will not be able to be reached, then another employee shall be designated and their contact information provided to Louisiana Tech University. Awarded Vendor shall respond on site to any emergency call out within two (2) hours of receiving the telephone call.

Security:

- a) Keys to all facilities are the responsibility of the University. The Awarded Vendor and University personnel shall reach agreed upon terms for the receipt, issuance, and control of ALL keys; such agreement MUST be reduced to writing and signed by a responsible individual of each party. If keys are lost, Awarded Vendor must pay \$1,000 per lost key in order to rekey locks.
- b) The Awarded Vendor shall not disturb papers on desks, open drawers, cabinets or lockers, use University telephones, University radios, University computers, University TV's, University video equipment or University office equipment, or tamper with personal property.
- c) All interior doors and exterior entrance doors shall be closed, checked, and locked before leaving the building each day.
- d) The Awarded Vendor shall report, in writing or by verbal communication to the Athletics Internal Operations Office, Thomas Assembly Center Room 104, or by phone 318-257-5323 within four (4) hours, to the University anything out of the ordinary, such as unlocked doors, backed up toilets, clogged drains, broken fixtures, lights out of order, etc.

Pricing:

Pricing for all items shall be a complete, turnkey price and shall include but is not limited to: labor, equipment, tools, materials, supplies, insurance, taxes, shipping, etc. Louisiana Tech University is requesting several different combinations of pricing below. Louisiana Tech University reserves the right to award any of the options listed below.

1. Vendors shall submit pricing for the Thomas Assembly Center as a lump sum for all services described herein. The two required pricing options are listed below:
 - a. Small event - Event attendance is less than 1,500 guests.
 - b. Large event - Event attendance is more than 1,500 guests.
 - i. Basketball games and commencement will be considered large events.
2. Vendors shall submit pricing for the Davison Athletics Complex as a lump sum for all services described herein. The two required pricing options are listed below:
 - a. Interior and exterior - Post-game service will require cleaning of all interior and exterior spaces.
 - b. Interior only - Other special events in the Davison Athletics Complex will require interior cleaning only.
3. Vendors shall submit pricing for the Joe Aillet Stadium Press Box and Suites as a lump sum for all services described herein. The two required pricing options are listed below:
 - a. Interior and exterior - Post-game service will require cleaning of all interior and exterior spaces.
 - b. Interior only - Other special events in the Joe Aillet Stadium Press Box and Suites will require interior cleaning only.

**THOMAS ASSEMBLY CENTER
POST EVENT CLEANING SPECIFICATIONS**

Scope of Services:

1650 West Alabama Avenue, Ruston, Louisiana 71270

Custodial service will include all labor, supervisor for personnel, equipment, materials, and supplies.

Clean-Up Specifications:

1. Remove all trash (to include cups, popcorn, peanut hulls, and other debris and liquids) from seating areas, walkways, steps, concourse, court and other arena areas.
 2. All seating areas must be swept and cleaned (this includes all areas between seats, seating area walkways, and seating area steps, ramps entering arena for outer concourse and seating area concourse). Wet mop all seating areas after each event. The outer concourse must be swept clean of all dirt and debris and completely wet mopped or auto scrubbed after each event. Mop water, which is used to mop the outer concourse area, must be changed often to prevent streaking or leaving cloudy areas on outer concourse floor.
 3. Remove all trash and debris (including trash on and around scorer tables, and team benches on northeast side of court). Sweep areas around scorer tables and team benches. Push or sweep entire basketball court playing surface. Place all scorer table chairs neatly behind scorer table and neatly on team benches.
 4. Remove all trash, empty all trash containers, and re-bag all trash containers (which includes all trash containers on concourse, north and south arena level entrance tunnels, and around basketball court). Trash bags will be provided to re-bag all trash containers on arena floor and concourse. Provided trash bags are for re-bagging only and are not to be used for arena clean up.
 5. All Concourse restrooms shall be cleaned. Floors shall be wet mopped with a disinfectant. Toilets shall be cleaned and disinfected with an approved bowl cleaner. Lavatories shall be cleaned, sanitized, and rinsed thoroughly. Shelves and lavatory counter shall be cleaned and sanitized. Mirrors shall be cleaned. Fitting and supply pipes shall be cleaned. Stall partitions, doors, and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately. Waste receptacles shall be emptied, and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.
 6. Interior and exterior windows on the concourse level must be cleaned twice annually.
 7. Any liquid that runs down walls in arena must be cleaned from walls.
 8. Lights must be turned off, and doors must be locked after the conclusion of post-event cleaning. This includes 48 concourse entrance doors, 4 Men's and Women's Basketball Entrance doors, 3 Athletic Director entrance doors, 3 south arena level doors and 2 north freight arena level entrance doors. Lights in the Thomas Assembly Center include all arena lights, concourse lights, hallway lights and north and south tunnel lights.
 9. Keys to concourse and arena level custodial closets, central control room, and north freight entrance door will be provided for supervisor.
 10. All lost and found items such as umbrellas, coats, hats, wallets, purses, eyeglasses, sunglasses, cameras, etc. will be collected and placed in locker in concourse level custodial closet. This locker will be locked and secured before leaving the arena.
 11. All post event custodial services are required to be performed immediately following the event so that arena will be clean and ready for use by 8:00 AM the following day.
- On average the facility will host 40 basketball games and 5 commencement exercises each year.
 - Additional events are permitted to be scheduled, and the Awarded Vendor will be notified in advance.

**DAVISON ATHLETICS COMPLEX
POST EVENT CLEANING SPECIFICATIONS**

Scope of Services:

1454 West Alabama Avenue, Ruston, LA 71270

Custodial service will include all labor, supervisor for personnel, equipment, materials, and supplies.

Clean-Up Specifications:

1. Remove all trash (to include cups, popcorn, peanut hulls, and other debris and liquids) from seating areas and walkways.
2. All seating areas must be swept and cleaned (this includes all areas between seats, walkways, and steps). Wet mop all seating areas after each event.
3. Remove all trash and debris in the interior club lounge and private dining room.
4. Vacuum all carpeted areas in the interior club lounge and private dining room. Spot treat carpet if needed.
5. Wet mop all hard surface flooring.
6. Clean all interior windows and exterior windows in seating areas after each event.
7. Remove all trash and empty all trash containers. Re-bag all trash containers.
8. All club lounge restrooms cleaned. Floors shall be wet mopped with disinfectant. Toilets shall be cleaned and disinfected with an approved bowl cleaner. Lavatories shall be cleaned, sanitized, and rinsed thoroughly. Shelves and lavatory counter shall be cleaned and sanitized. Mirrors shall be cleaned. The fitting and supply pipes should be cleaned.
9. Counter tops, sinks, and all flat surfaces in each individual suite must be cleaned and disinfected. All soft furniture must be vacuumed appropriately, such as couches and chairs after each event. All vinyl seats such as bar stools must be wiped down after each event.
10. Secure all exterior entrance doors on the second level of the Davison Athletics Complex. This includes the east and west entry doors and the freight entrance door in the Davison Athletic Complex. Turn off all lights in the interior spaces and the exterior seating area. Lights must be turned off, and doors must be locked after the conclusion of post-event cleaning.
11. Keys to the Davison Athletics Complex custodial closets and entrance door will be provided for supervisor.
 - a. All lost and found items such as umbrellas, coats, hats, wallets, purses, eyeglasses, sunglasses, and cameras will be collected and placed in the custodial closet and locked prior to leaving.

**JOE AILLET STADIUM PRESS BOX AND SUITES
POST EVENT CLEANING SPECIFICATIONS**

Scope of Services:

1519 Stadium Boulevard, Ruston, LA 71270

Custodial service will include all labor, supervisor for personnel, equipment, materials, and supplies.

Clean-Up Specifications:

1. Remove all trash (to include cups, popcorn, peanut hulls, and other debris and liquids) from seating areas and walkways.
2. All seating areas must be swept and cleaned (this includes all areas between seats, walkways, and steps). Wet mop all seating areas after each event.
3. Remove all trash and debris in the interior club lounge and private dining room.
4. Vacuum all carpeted areas in the interior club lounge and private dining room. Spot treat carpet if needed.
5. Wet mop all hard surface flooring.
6. Clean all interior windows and exterior windows in seating areas after each event.
7. Remove all trash and empty all trash containers. Re-bag all trash containers.
8. All restrooms cleaned. Floors shall be wet mopped with disinfectant. Toilets shall be cleaned and disinfected with an approved bowl cleaner. Lavatories shall be cleaned, sanitized, and rinsed thoroughly. Shelves and lavatory counter shall be cleaned and sanitized. Mirrors shall be cleaned. The fitting and supply pipes should be cleaned.
9. Counter tops, sinks, and all flat surfaces in each individual suite must be cleaned and disinfected. All soft furniture must be vacuumed appropriately, such as couches and chairs after each event. All vinyl seats such as bar stools must be wiped down after each event.
10. Secure all exterior entrance doors on the second and third level of the Joe Aillet Stadium Press Box and Suites. This includes the east and west entry doors (gates with padlocks) and the north and south elevator lobbies in the Joe Aillet Stadium Press Box and Suites. Turn off all lights in the interior spaces and the exterior seating area. Lights must be turned off, and doors must be locked after the conclusion of post-event cleaning.
11. Keys to the Joe Aillet Stadium Press Box and Suites custodial closets and entrance door will be provided for supervisor.
 - b. All lost and found items such as umbrellas, coats, hats, wallets, purses, eyeglasses, sunglasses, and cameras will be collected and placed in the custodial closet and locked prior to leaving.

The University will make available floor plans to potential vendors; however, the University in no way warrants the accuracy of these floor plans. Vendors shall verify all existing conditions.

The Award for this solicitation will be based upon the overall low pricing for each facility; the Thomas Assembly Center, the Davison Athletic Complex, and the Joe Aillet Stadium Press Box and Suites. The University reserves the right to award this solicitation by individual facility or in total, whichever is in the best interest of the University. The University further waives any informalities in the bidding process.

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. Vendors are encouraged to include their own quote for an explanation of your proposed services, BUT this vendor quote shall not be a substitute for this completed Invitation to Bid Form.

Schedule of Items

Bid Number: 50012-658-27 **Bid Title:** Post-Event Custodial Services for Intercollegiate Athletics Facilities

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.

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.

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Attachment A

Bid Number: 50012-658-27

Bid Title: Post-Event Custodial Services for Athletic Facilities

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: _____

Please list at least three (3) large, commercial accounts (as defined in the bid specifications) within the State of Louisiana and / or within 350 miles of Ruston, Louisiana.

Account #1: _____

Primary Contact Name: _____ Contact Telephone Number: _____

Has Vendor held this account for three (3) or more years: ☐ Yes ☐ No

Account #2: _____

Primary Contact Name: _____ Contact Telephone Number: _____

Has Vendor held this account for three (3) or more years: ☐ Yes ☐ No

Account #3: _____

Primary Contact Name: _____ Contact Telephone Number: _____

Has Vendor held this account for three (3) or more years: ☐ Yes ☐ No

Has the Vendor operated a custodial services business for at least five (5) consecutive years: ☐ Yes ☐ No

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: 50012-658-27	Bid Title: Post-Event Custodial Services for Athletic Facilities
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The following is the schedule of home Football games for the 2026 season.

Date	Time	At	Opponent	Location
Sept 5 (Sat)	TBA	Home	Northwestern State	Ruston, La. (Joe Aillet Stadium)
Oct 3 (Sat)	TBA	Home	Army	Ruston, La. (Joe Aillet Stadium)
Oct 10 (Sat)	TBA	Home	UL-Lafayette	Ruston, La. (Joe Aillet Stadium)
Oct 24 (Tue)	TBA	Home	Old Dominion	Ruston, La. (Joe Aillet Stadium)
Nov 14 (Fri)	TBA	Home	Southern Miss	Ruston, La. (Joe Aillet Stadium)
Nov 19-21	TBA	Home	Arkansas State	Ruston, La. (Joe Aillet Stadium)

Men's and Women's Basketball schedules are only tentative as of this solicitation's posting. These schedules can be provided to the Awarded Vendor closer to beginning of their respective seasons.

The following is a schedule of University Commencement Events to be held at the Thomas Assembly Center:

Summer 2026 – August 15, 2026 @ 10:00 AM

Fall 2026 – November 21, 2026 @ 10:00 AM

Winter 2026-2027 – March 6, 2027 @ 10:00 AM

Spring 2027 – May 22, 2027 (normally two separate ceremonies, times TBD)

Summer 2027 – August 14, 2027 @ 10:00 AM

Depending on the number of graduates per term, the Fall and Winter Commencement Events may be split into two events on the same day.

Other special events, such as high school graduations, are not yet finalized. The Awarded Vendor will be notified of these events at least 2 weeks in advance.

Attachment C

Bid Number: 50012-658-27	Bid Title: Post-Event Custodial Services for Intercollegiate Athletic Facilities
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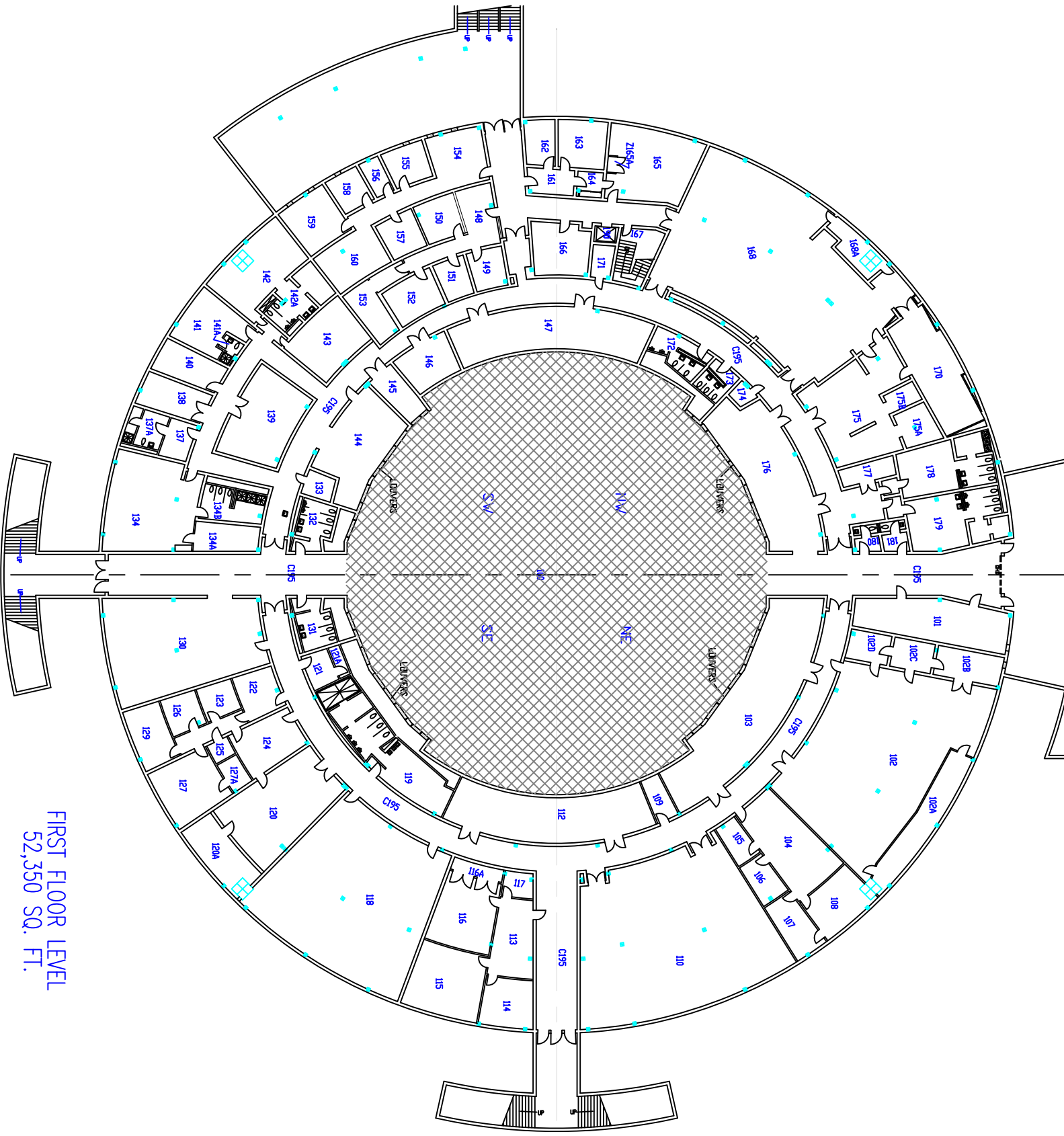
The following pages provide floor plans for the requested Athletic facilities. The University makes no warranty as to the accuracy of these floor plans. Vendors shall take their own measurements when submitting pricing.

Page 2 – Thomas Assembly Center 1st Floor (offices, lower concourse, and court)

Page 3 – Thomas Assembly Center 2nd Floor (lower and upper seating level)

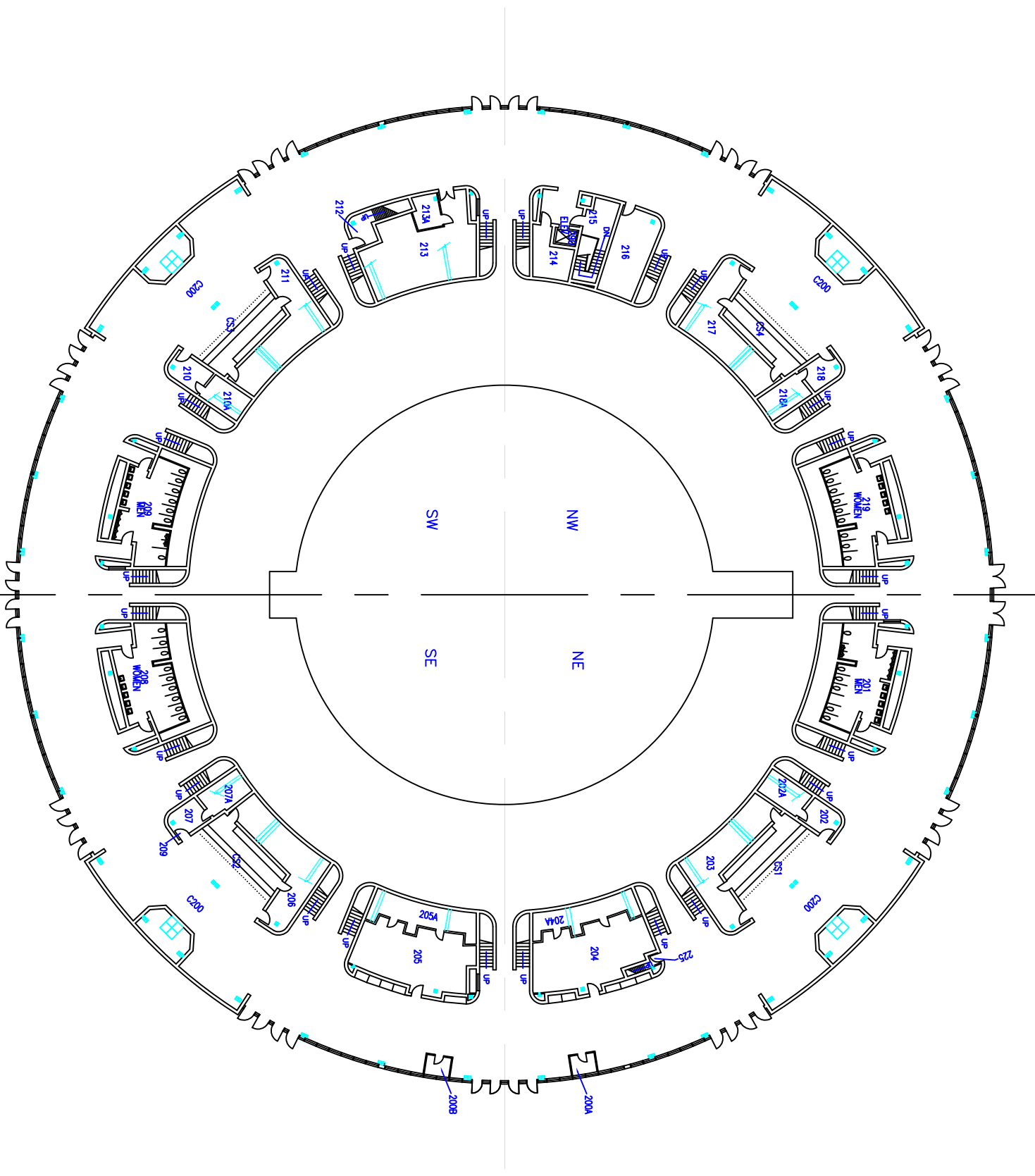
Page 4 – Joe Aillet Stadium Press Box and Suites (level 2 and 3)

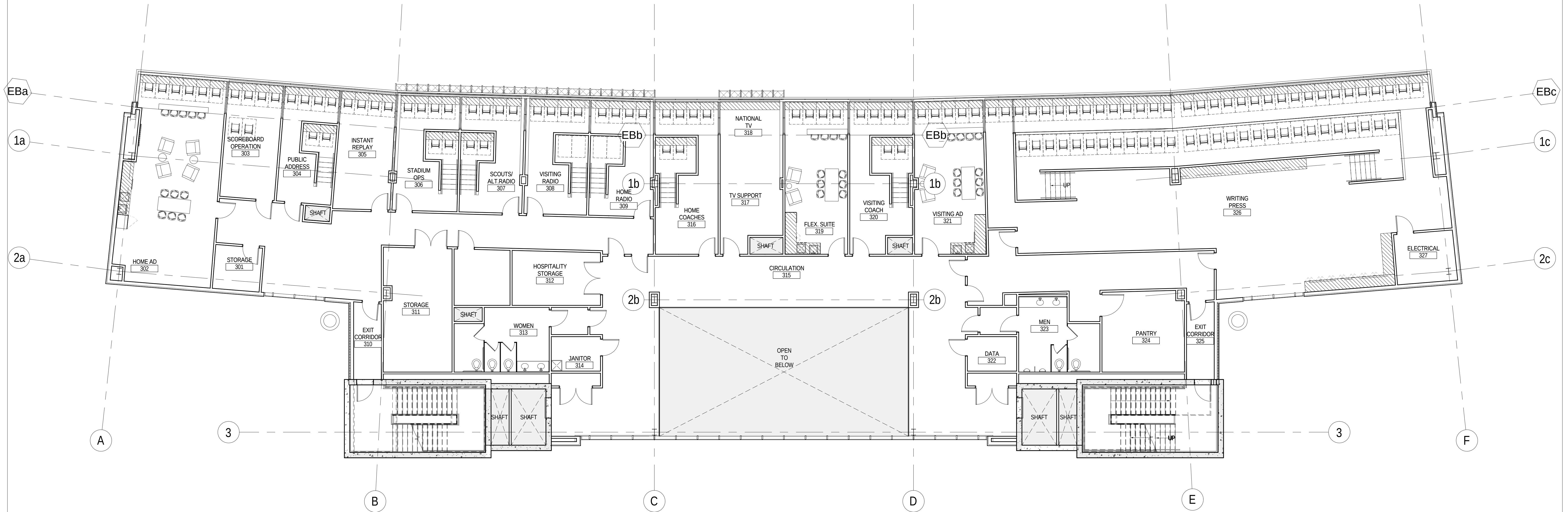
Page 5 – Davison Athletic Complex (Club Level)



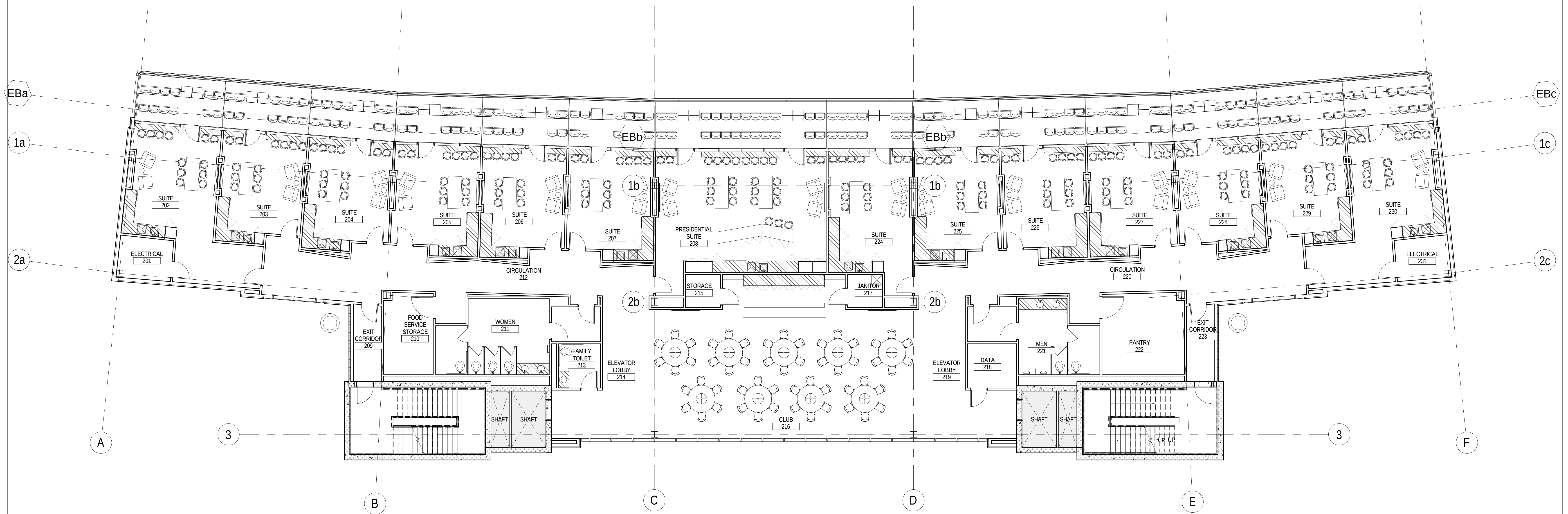
FIRST FLOOR LEVEL
52,350 SQ. FT.

SECOND FLOOR LEVEL
21,230 SQ. FT.





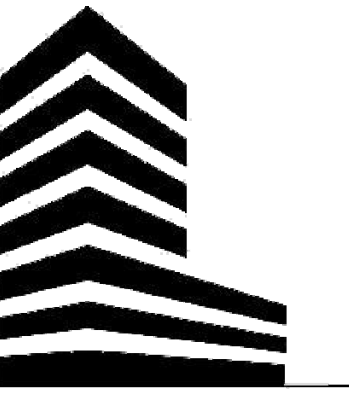
2 FURNITURE PLAN - LEVEL 03
SCALE: 1/8" = 1'-0"



1 FURNITURE PLAN - LEVEL 02
SCALE: 1/8" = 1'-0"

A NEW PRESSBOX & SKYBOX FOR
LOUISIANA TECH ATHLETICS
1450 WEST ALABAMA AVE.
RUSTON, LA 71270

CONTRACTOR:



**LINCOLN
BUILDERS, INC.**

Lincoln Builders of Ruston
1809 Northpointe Ln., Ste. #201
Ruston, LA 71270
USA
Tel 318.255.3822
Fax 318.251.0114

ARCHITECT:



TBA Studio
103 Cypress St.
West Monroe, LA 71291
USA
Tel 318.340.1550
Fax 318.998.1315

CONSULTANTS:

SPORT CONSULTANT:

GENSLER | SPORTS

Two Lincoln Centre
5420 LBJ Freeway Suite 1100
Dallas, TX 75240
United States
Tel 214.273.1500
Fax 214.273.1505

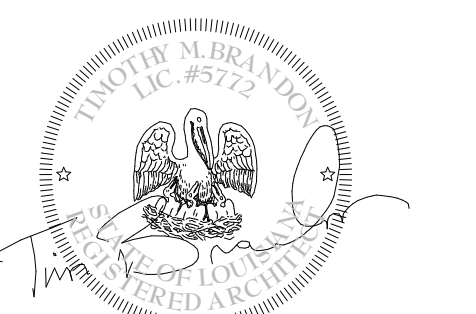
STRUCTURAL & MEP CONSULTANT:

Aillet, Fenner, Jolly, & McClelland Inc.
Aillet, Fenner, Jolly, &
McClelland Inc.
3003 Knight St., Ste. #120
Shreveport, LA 71105
USA
Tel 318.425.7452
Fax 318.425.4622

CIVIL CONSULTANT:

Hunt, Guillot & Associates
Hunt, Guillot & Associates
603 Reynolds Dr.
Ruston, LA 71270
USA
Tel 318.255.6825
Fax 318.255.8591

Seal / Signature



Date	Description
8/1/2016	CONSTRUCTION SET

Project Name

**A NEW PRESSBOX &
SKYBOX FOR LOUISIANA
TECH ATHLETICS**

Project Number

16-0011

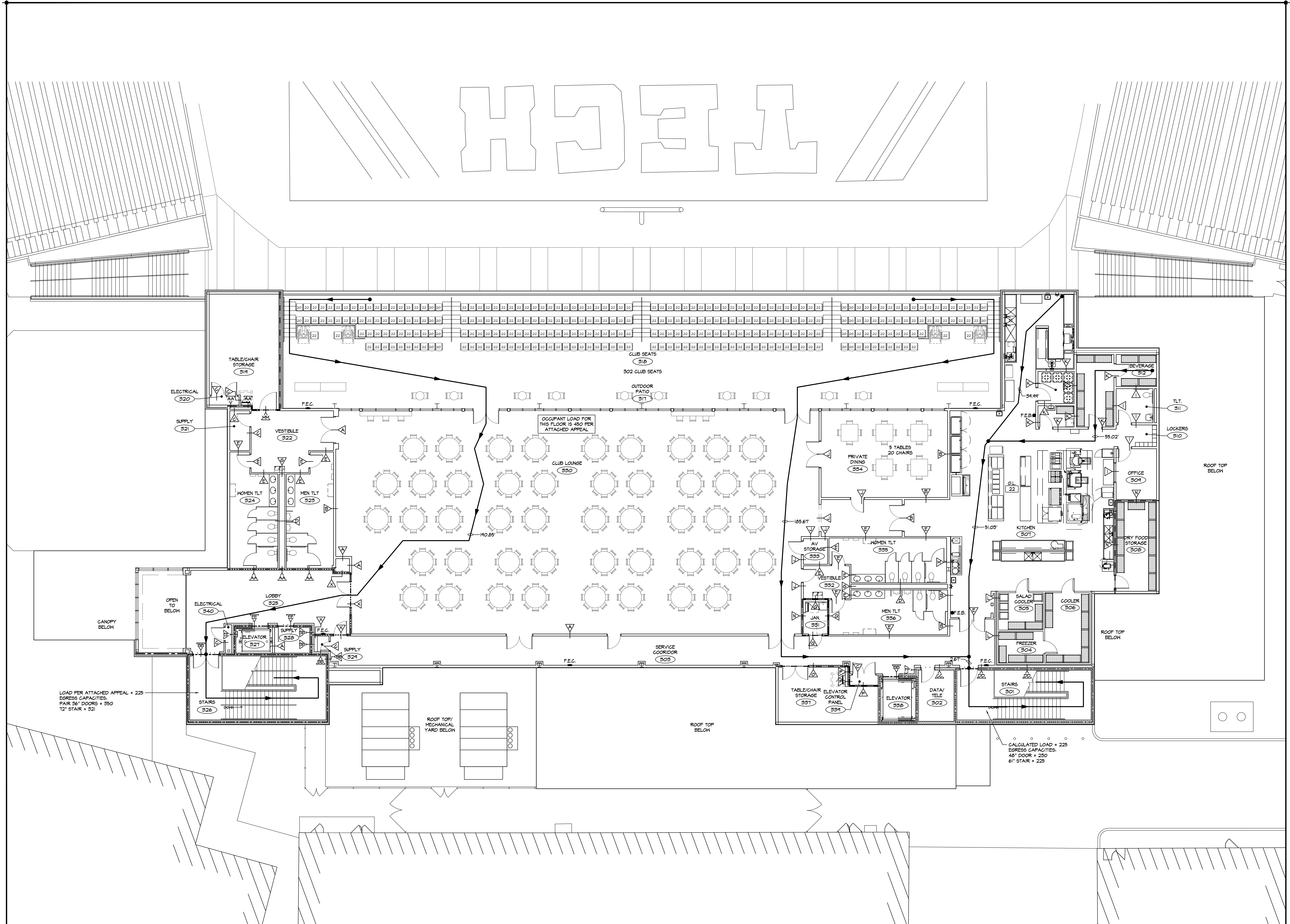
Description

FURNITURE PLANS

Scale

1/8" = 1'-0"

A3.02



3RD FLOOR LIFE SAFETY PLAN: CLUB LEVEL
SCALE: 1/8" = 1'-0"

TBA

103 Cypress Street
West Monroe, Louisiana 71291
Fax: 338.968.1315
www.tbastudio.com

PROFESSIONAL SEAL

ARCHITECT

STATE OF LOUISIANA

10377 JEFFERSON

WEST MONROE, LOUISIANA 71291

PROJECT:
CONSTRUCTION DOCUMENTS FOR:
LOUISIANA TECH ATHLETIC TRAINING FACILITY
RUSTON, LOUISIANA

DRAWING REVISIONS
DATE DESCRIPTION

Drawn By: CDW & LKP
Checked By: TMB
SHEET
LS1.03
Date: 3-3-14
Project No.: 12-0026
DESCRIPTION:
3RD FLOOR LIFE
SAFETY PLAN:
CLUB LEVEL



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.