



**LOUISIANA STATE UNIVERSITY
HEALTH SCIENCES CENTER
STRAINERS AND VALVES
SERVICE CONTRACT**

Special Conditions Bid #002400

Deadline for bid submission will be Monday, December 7, 2020 @ 2:00 PM

There will be a mandatory pre-bid meeting on Thursday, November 19, 2020 @ 10:00 AM

SECTION 1 – BIDDING AND CONTRACT DOCUMENTS

1.1 Definitions:

Bidder – a legal entity that submits an offer to sell to the Owner on a specified body of work. Generally where the term “Bidder” is used in the specifications, the indication is that the requirement or responsibility is associated with the bid submittal or other pre-award activities.

Service provider – vendor that performs the services as specified herein. The term “Service provider” can also be used in the specification as an inclusive term that references the Service provider and all persons, Subservice providers, or other parties of interest acting on behalf of the Service provider in the performance of the contract as described in the specifications.

1.2 Interpretation of Documents and Prior Approvals:

If any person contemplating submitting a bid is in doubt of the meaning of any part of the specifications, plans or other proposed contract documents and/or desired approval of "or equal" products, they may submit to Michael Williams e-mail at MWIL34@LSUHSC.EDU or fax to 504-717-2901 a written request for an interpretation or prior approval not later than NOON on Monday, November 23, 2020. Any interpretation of documents and prior approvals will be made only by addendum duly issued and mailed or delivered to each bidder receiving a set of the plans and specifications. LSUHSC will not be responsible for any other explanations or interpretation of the specifications or proposed documents.

1.3 Pre-Bid Conference:

A mandatory Pre-Bid Conference will be held on Thursday, November 19, 2020, beginning at 10:00 AM at the Allied Health/School of Nursing Building, room 138 (seminar room 1), 1900 Gravier Street, New Orleans, LA 70112. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements and intent of the contract and to receive comments and information from interested Bidders. **No questions will be accepted at the pre-bid meeting. All questions must be submitted in writing and will be answered via addendum.**

Attendance at the Pre-Bid Conference is required in order to submit a bid and failure to attend will be grounds for rejection of the bid. Anyone arriving 15 minutes after the start of the meeting will be disqualified from the bid. A representative of LSUHSC will have a sign-in sheet to verify the site visit. All bidders must visit the site to determine the scope of the job.

No allowances for previously existing site conditions will be made after the bid. It is the responsibility of the bidder to thoroughly inspect the site to determine any and all factors, which will affect the bid.

Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum.

1.4 Bidder's Representation:

Each Bidder by his bid represents the following:

- Bidder has read and understands the Bidding Documents and his or her bid is made in accordance therewith.
- Bidder's bid is based solely upon the materials, systems and services described in the Bidding Documents as advertised and as modified by addenda.
- Bid is not based on any verbal instructions contrary to the Contract Documents and addenda

1.5 Bidding Procedure & Bid Submission:

Bidders must properly complete and sign Bid, including all required attestations and addenda. Any exceptions to the attached terms and conditions or the indemnification agreement shall be presented at the time of the bid submission. Note that any exceptions may result in a disqualified bid if the aforementioned exceptions are in conflict with state guidelines governing LSUHSC. Bids must be signed by a representative of your company authorized to enter into contracts on behalf of your organization in accordance with Louisiana R.S. 39:1594.

These documents must be included with the bid:

1. INVITATION TO BID
2. BID PRICE SHEET
3. ATTACHMENT A - CERTIFICATION STATEMENT
4. ATTACHMENT B - INDEMNIFICATION AGREEMENT
5. ATTACHMENT C - EQUAL EMPLOYMENT OPPORTUNITY CLAUSE
6. ATTACHMENT D – AFFIRMATIVE ACTION COMPLIANCE
7. CERTIFICATE OF LIABILITY INSURANCE
8. ADDENDA REQUIRING A SIGNATURE (if any are issued)

All bids are due by 2:00 PM, Monday, December 7, 2020, at 433 Bolivar Street, Room 623 (Purchasing Department), New Orleans, LA 70112. **Late bids will not be accepted, and will be returned unopened.** It is the bidder's responsibility to make sure bids are delivered before the bid opening. Fax or e-mail bids will not be accepted. Delays by mail, traffic, or any other reason will be at the bidders own risk. The bid package must be delivered at the Bidder's expense to:

Michael Williams – Senior Buyer
Louisiana State University Health Sciences Center – New Orleans
433 Bolivar Street, Room 623
New Orleans, LA 70112
Phone: (504) 568-6261

BIDS SHALL BE DELIVERED IN A SEALED ENVELOPE WITH THE BID NUMBER CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE.

In accordance with R.S. 39:1581, Chapter 5, Section 521C of the Louisiana State Purchasing Rules and Regulations, when an error is made in extending total prices, the unit bid price will govern.

Award: LSUHSC-NO will award to the lowest responsive and responsible bidder based on the unit pricing of any and all items.

1.6 Minimum Insurance Requirements:

Selected bidder(s) shall maintain the following minimum insurance coverage throughout the duration of the contract:

- Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
- Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

A Certificate of Liability Insurance must be provided with bid. For further insurance requirements and provisions, see Attachment E – Insurance Requirements.

1.7 Calendar of Events:

<u>Event</u>	<u>Date</u>
ITB Announcement	November 9, 2020
Pre-Bid Conference (Mandatory) (10:00 AM)	November 19, 2020
Written Inquiry Deadline (12:00 Noon)	November 23, 2020
Issue Responses to Provider Inquiries	November 24, 2020
Bid Submission Deadline (2:00 PM)	December 7, 2020
Bid Award & Notification	December 8, 2020

NOTE: LSUHSC reserves the right to amend and/or change this schedule of ITB activities, as it deems necessary.

1.8 Compliance with Applicable Laws and Regulations:

Service provider shall perform all requirements under this contract in strict observance of and in compliance with all applicable laws, regulations, ordinances, codes and any other legislative or statutory requirements. Service provider warrants the performance of services under this contract shall be fully compliant with the current requirements of the Occupational Safety and Health Act (OSHA) to include as it may be amended throughout the term of this contract. Service provider shall take precautions to insure work is performed in compliance with occupational safety standards. Service provider shall obtain all permits and licenses and pay all taxes, charges and fees necessary to perform the services under this contract.

1.9 Resolving Contract Disputes:

State statute requires that disputes arising under this contract not be resolved in a forum outside of Louisiana. Requiring contract disputes to be resolved in a forum outside of this state or requiring their interpretation to be governed by the laws of another jurisdiction, are inequitable and against the public policy of this state.

1.10 Late Payment Policy: State statute RS 39:1695 requires that if a state agency fails to make any payment within 90 days of the due date, that agency shall pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2824 (B) (3) per year, from the 91st day after the due date.

SECTION 2 – GENERAL INFORMATION

2.1 SERVICE PROVIDER EQUIPMENT, TOOLS & SUPPLIES

- A. The total bid price for the services specified herein shall include all costs to the Service Provider for furnishing all equipment (Service Provider–owned and/or rental), tools and supplies necessary to provide the strainer and valve maintenance, inspection and repair services as described in these specifications.
- B. All equipment, tools and supplies used must be capable of performing all operations in accordance with specifications.
 - 1. All tools and equipment belonging to the Service Provider will not be left unattended in a public area for any time for any reason.
 - a. All tools and equipment will be removed from the work area when not occupied.
 - b. The tools and equipment may be neatly stored in a secure location only if such a location is identified by the designated LSUHSC-NO representative.
- C. All tools, equipment and vehicles used on and around LSUHSC-NO property shall be of a suitable type and construction, safe in use, properly maintained and shall conform to all applicable federal, state and local regulations governing the operation of such tools, equipment and vehicles.
 - 1. The Service Provider shall ensure all manufacturer equipped guards, shields, deflectors, safety switches, seat belts, harnesses and other safety features are in place and functional at all times equipment is in use.
 - 2. The Service Provider will further ensure that all replacement materials and all installation methods meet all original manufacturer's specifications.
 - 3. LSUHSC-NO reserves the right to inspect any and all tools, equipment and vehicles to verify compliance with regulations and the specifications defined within this document.
 - 4. The Service Provider will be instructed to remove from the LSUHSC-NO property any tools, equipment or vehicles found to be insufficient to safely perform this work.

2.2 MATERIAL SAFETY DATA SHEETS

- A. Prior to starting, the Service Provider must provide Safety Data Sheets (SDS) for all potentially hazardous products to be provided by the Service Provider and used on site.

2.3 SAFETY

- A. All work will be conducted in accordance with all current OSHA and other applicable federal, state and local regulations. The Service Provider will also

comply with the LSUHSC-NO Service Provider Safety Guidebook and the policies it references. The guidebook can be found at <http://www.is.lsuhs.edu/safety/pdf/csg.pdf>. The Service Provider will be required to sign a form acknowledging receipt of, and compliance with, the guidebook.

- B. No part of this work shall be performed at any location in any manner which may endanger the health, safety or welfare of the public, faculty, staff, students or Service Provider employees now or in the future.
 - 1. Work shall be done in such a manner so as to create a safe working and walking environment for occupants in or adjacent to the work area.
 - 2. Work shall be done in a manner as to be of little disruption to campus occupants.
 - 3. Work shall be done in a manner that does not compromise the security of the work area or the occupants.
 - 4. Means, methods, techniques, sequencing, etc. are the sole responsibility of the Service Provider.
- C. When working above any area where people might cross below workers:
 - 1. Service Provider must neatly and professionally cordon off area(s) using commercially-produced barricade equipment (e.g. no buckets, wood sawhorses, wood stakes) and post professionally-fabricated signs (e.g. no hand written/stenciled or spray painted signs) for indicating the area(s) is/are closed to pedestrian traffic.
 - 2. Signs must be of sufficient size with specific wording to clearly indicate that work is occurring above.
 - 3. Should barricading alone prove ineffectual in keeping pedestrians from entering these closed areas, Service Provider must post an employee to direct pedestrians around the work area.
- D. Service Provider personnel will possess and use any and all relevant personal protective equipment (PPE) while engaging in work on the LSUHSC-NO property.
 - 1. Such equipment may include fall protection equipment, eye and hearing protection, and may include specialized clothing and footwear if conditions warrant.
 - 2. Should the Service Provider furnish reflective safety vests, all vests worn by Service Provider personnel will be uniform in appearance.
- E. Failure to adhere to any or all safety requirements could result in the assessment of monetary penalties (see Section 2.15) or possibly the cancellation of the entire service contract.

2.4 LAWS, CODES, ORDINANCES, LICENSES AND CERTIFICATIONS

- A. Any requirement of this specification which conflicts with or is in violation of any government rule, ordinance, regulation, etc. shall be void. The Service Provider shall notify the designated LSUHSC-NO representative immediately of any such requirement found in this specification.
- B. Service Provider personnel shall, throughout the course of all work, comply with all rules, ordinances, regulations, etc. set forth by agencies having jurisdiction, which apply to the work site, the Service Provider, and/or the Service Provider's employees.
- C. All Service Provider employees requiring a license or certification by the State of Louisiana, Orleans Parish and/or the City of New Orleans to perform any duties specified herein must provide documented proof to show such license or certification is current at the outset of this service contract and each year thereafter at the annual renewal of the service contract.

2.5 DAMAGE

- A. The Service Provider will be responsible for all repair/replacement costs associated with any damage to LSUHSC-NO buildings, building contents, exterior infrastructure, equipment, vehicles or landscaping incurred due to negligent actions by Service Provider personnel.
- B. The Service Provider will immediately notify the designated LSUHSC-NO representative when damage of any kind occurs.
- C. Claims of damage to private property or vehicles adjoining LSUHSC-NO property or private vehicles located on LSUHSC-NO property will be resolved directly by the Service Provider and the owner of the private property or vehicle.
 - 1. LSUHSC-NO will not act in any way as an intermediary between the two parties.

2.6 PERSONNEL

- A. The bid prices submitted for the services specified herein shall include all costs to the Service Provider for furnishing personnel to perform strainer and valve maintenance, inspection and repair services on the LSUHSC-NO campuses.
- B. The Service Provider shall have in their employ, or under their control, sufficient qualified and competent personnel to perform all tasks promptly and in accordance with service contract specifications.
- C. The Service Provider shall utilize, on this service contract, only workers that are skilled in the tasks to which they are assigned.
 - 1. The Service Provider warrants to LSUHSC-NO that the workers used on the job are regularly employed by the service provider company or the Sub-Service Provider's company or companies.

- D. LSUHSC-NO reserves the right to examine the Service Provider's past payroll records and those of any Sub-Service Provider to determine whether the employees being used on the service contract are regularly employed.
- E. LSUHSC-NO reserves the right to question the use of an employee whom LSUHSC-NO feels is unskilled or untrained on a task that requires a skill.
- F. LSUHSC-NO retains the right to require the Service Provider to remove a Service Provider employee or employees as LSUHSC-NO may deem necessary.
 - 1. Reasons for this request may be, but are not limited to: poor work performance, incompetence, carelessness, disruptive or otherwise objectionable behavior.
 - 2. Service Provider crews will be working on tobacco-free campuses (no cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, etc.).
 - a. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who violates the no-tobacco rule.
 - 3. The Service Provider will be required to immediately remove any Service Provider employee from any LSUHSC-NO property who reports to the site manifesting evidence of being under the influence of alcohol or illegal drugs.
 - 4. A request to remove a Service Provider employee is in no way a call for dismissal – it is just a request for the individual to be reassigned away from LSUHSC-NO properties.
 - 5. If the Service Provider is requested to replace any employee, any time lost on the job shall be the responsibility of the Service Provider and shall not be an acceptable reason for requesting extensions of the completion deadline or tasks assigned under this service contract.

2.7 SUPERVISION

- A. The Service Provider shall provide all supervision on-site to coordinate and inspect work.
- B. There will be a supervisor or point-of-contact (working foreman is acceptable) readily available to the designated LSUHSC-NO representative when work is being performed.
 - 1. The Service Provider on-site supervisor / foreman shall check-in with designated LSUHSC-NO representative daily (in person or by telephone) prior to starting work.
 - 2. The on-site supervisor / foreman will also contact the designated LSUHSC-NO representative for inspection after completing the work or leaving for the day.

2.8 PERFORMANCE

- A. All work will be performed during regularly-scheduled daytime working hours unless pre-arranged in writing through the designated LSUHSC-NO representative.
- B. LSUHSC-NO requires quality work performed in a competent manner.
 - 1. All Service Provider non-supervisory workers shall be required to perform all relevant tasks without direction by LSUHSC-NO personnel.
- C. LSUHSC-NO will be the sole judge concerning the merits of services(s) provided in accordance with specifications set forth in this document, or if it is determined the Service Provider is operating in violation of federal, state and local applicable laws and ordinances.
 - 1. No latitude will be given for failure to perform properly.
- D. The Service Provider will provide replacement or additional personnel at no additional cost to correct any substandard work performed by assigned Service Provider personnel within five (5) working days after notification by the designated LSUHSC-NO representative.
- E. Failure to correct substandard work to the satisfaction of the designated LSUHSC-NO representative after the five (5) working day notice may result in monetary penalties (see section 2.15) or even the cancellation of this service contract.

2.9 IDENTIFICATION

- A. The Service Provider will provide LSUHSC-NO specific information (Appendix A) for all personnel at the start of the service contract to facilitate the issuance of LSUHSC-NO identification badges.
- B. Service Provider personnel will always be in a uniform displaying the company logo at all times while on LSUHSC-NO property.
- C. Service Provider personnel who are required to enter buildings as part of their duties must prominently display their LSUHSC-NO identification badge at all times while inside any LSUHSC-NO facility.
- D. The Service Provider will immediately retrieve and return to LSUHSC-NO identification badges for personnel that have been terminated from employment or all badges at the conclusion of the service contract.

2.10 CLEANUP

- A. Service Provider personnel will be responsible for the thorough cleanup and removal of all debris in all areas where work was performed before leaving LSUHSC-NO property at the end of a work shift.

2.11 WASTE

- A. The Service Provider shall not permit the accumulation of trash and/or waste materials at the work site and is responsible for the proper disposal of all waste generated by this work.
 - 1. Unless otherwise stated elsewhere in these specifications, all waste products of any kind shall be removed from all LSUHSC-NO work locations daily and disposed of in either the designated container or an off-campus location in accordance with all applicable federal, state and local laws and regulations.
- B. LSUHSC-NO will provide access to one specific roll off open top solid waste container (NOT other temporary containers belonging to other Service Providers) on each campus for any non-hazardous waste generated on-site by the strainer and valve maintenance, inspection and repair services processes.
- C. The use of LSUHSC-NO trash compactors, or trash containers other than the one designated container, is strictly forbidden.
 - 1. A \$1000 penalty will be assessed against the total cost of the job if debris generated by this service contract is found in LSUHSC-NO trash compactors or containers other than the one designated container.
 - 2. In addition, any violation of these conditions will result in the Service Provider being required to remove ALL future waste products of any kind from all LSUHSC-NO locations and disposed of off campus in accordance with all applicable federal, state and local laws and regulations.

2.12 USE OF PROPERTY

- A. There will be no office, storage or disposal space provided to the Service Provider.
- B. Parking for Service Providers and Service Provider personnel is not available anywhere on the LSUHSC-NO Downtown Campus under any circumstances.
 - 1. Service Provider and Service Provider employee vehicles are required to park on the public street or in off-site commercial parking lots at the Service Provider's expense.
- C. Parking for Service Providers and Service Provider personnel is available at the School of Dentistry Campus free of charge.
- D. See Appendix B for location maps.

2.13 WORK LOCATION MANAGEMENT

- A. The Service Provider shall:
 - 1. Maintain safe pedestrian passage within and around work areas.

2. Provide temporary protection to prevent movement of materials or debris to adjacent areas (where applicable).
 - a. Should the area beyond the work zone(s) become contaminated with any type of debris, coating, film, hazing, mist or dust as a consequence of this service; the Service Provider will clean and decontaminate these areas at no additional cost, to the satisfaction of the designated LSUHSC-NO representative.
3. Promptly have repaired any incidental damage to infrastructure or moveable equipment, at no additional cost to LSUHSC-NO.

2.14 PAYMENTS

- A. The Service Provider shall only submit itemized invoices with lines that directly correspond to the lines on the LSUHSC-NO Purchase Order(s).
 1. As the Purchase Order(s) may have separate lines for identical work that is located at separate locations – Downtown Campus and School of Dentistry Campus – invoices cannot contain amounts that are the combined costs for the same work at the different locations.
 2. If the Purchase Order(s) list(s) the Quantity as twelve (12) months for service that is ongoing throughout the service contract year, the Service Provider may not combine multiple month payments onto one invoice (in order to only invoice quarterly, for example).
 - a. If a Service Provider prefers to invoice less often, this must be communicated to, and agreed to by, the designated LSUHSC-NO representative between the time the bid is awarded and the Purchase Order issued.
 - b. Once the Purchase Order has been issued, payment frequency must conform to the frequency listed on the Purchase Order.
 - c. For service that is only scheduled for specific times throughout the service contract year (quarterly and/or annual service, for example), the Purchase Order will show the Quantity as equal to the number of service visits that correspond to these specific times and invoicing will occur only after each of these service visits are complete.
 - (1) If the Purchase Order includes both monthly and specific timed service visits, invoices may not combine both and spread the costs for the specific timed service visits over the entire service contract year.
 - (2) If the Service Provider prefers to spread all charges throughout the service contract year regardless of service visit frequency, this must be communicated to, and agreed to by, the designated LSUHSC-NO representative between the time the bid is awarded and the Purchase Order issued.

3. If the work (new installation, repair or replacement) is being performed under a Task Order (see Appendix D), the invoice must reference the Task Order number and include the description of the work from the Task Order.
- B. Invoices are to be submitted to either:
1. Via USPS mail to:

LSUHSC New Orleans
Accounts Payable
433 Bolivar Street
New Orleans, LA 70112
- OR**
2. Via E-mail to: noacctacctpays@lsuhsc.edu
- C. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative.

2.15 DEFAULT

- A. When the designated LSUHSC-NO representative becomes aware of an issue with either non-performance or non-compliance with the provisions as set forth in these specifications, the LSUHSC-NO representative will set a face-to-face meeting with the designated representative of the Service Provider within three (3) business days to discuss the issue, to mutually agree on a resolution to the discrepancy and to agree on a reasonable set target date for the issue to be corrected.
- B. If the same issue has not been resolved to the satisfaction of the designated LSUHSC-NO representative by this agreed upon set target date, the LSUHSC-NO representative will arrange a 2nd face-to-face meeting with the designated representative of the Service Provider within three (3) business days to again discuss the issue, to mutually agree on a resolution to the discrepancy and to agree on a reasonable 2nd set target date for the issue to be corrected.
- C. Should this 2nd discussion fail to resolve the issue by the 2nd agreed upon set target date, the designated LSUHSC-NO representative will send an electronic notification to the Service Provider that the non-performance and/or non-compliance issue must now automatically be corrected within three (3) business days from the date this notification is sent (not received).
 1. Failure by the Service Provider to read the written notification in a timely manner or failure of the Service Provider's E-mail system to deliver the message will not extend the 3-day deadline.
- D. Should the two discussions between the Service Provider and the designated LSUHSC-NO representative plus the 3-day electronic notice fail to resolve the issue with non-performance or non-compliance with the provisions as set forth

in these specifications, then LSUHSC-NO may seek remedy through liquidated damages as opposed to service contract cancellation and the following monetary penalties would then apply:

1. 1st Offense – \$200 plus withholding any outstanding payments due
 2. 2nd Offense – \$500 plus withholding any outstanding payments due
 3. 3rd Offense – \$1000 plus withholding any outstanding payments due
 4. Service contract Cancellation
- E. The LSUHSC-NO designated representative will evaluate non-performance and/or non-compliance issues on a case-by-case basis and waive the levying of any damages in those instances where the failure to meet standards is determined to be beyond the Service Provider's control.

SECTION 3 – GENERAL CONDITIONS

3.1 SUMMARY

- A. The LSU Health Sciences Center – New Orleans (LSUHSC-NO) is seeking a strainer and valve maintenance, inspection and repair services provider to deliver specified inspection services per a set schedule (see Section 5 – Scope of Work) and repairs on an as-needed basis.
1. The Service Provider shall furnish all labor, materials and equipment necessary to deliver these services.
- B. Except where noted, in addition to all labor, materials, tools and equipment, the Service Provider shall also provide any and all permits, insurance, transportation and/or other items required to provide the services outlined in these specifications.
- C. The service contract period for this agreement will be twelve (12) months.
1. Upon mutual agreement by both parties, the service contract can be renewed for four (4) additional twelve (12) month periods, with the total term of the service contract not to exceed sixty (60) months.

3.2 EXISTING CONDITIONS, EXAMINATION OF SITE

- A. By the act of submitting a bid on this work, the Service Provider shall be considered to have examined all buildings and these specifications and to be thoroughly familiarized with the scope of the required work and the existing conditions of all strainers and valves listed.
- B. Should drawings be provided by LSUHSC-NO indicating the location and dimensions of spaces, they are intended only as a guide to the Service Provider – the Service Provider is responsible for inspecting and field verifying all dimensions.

- C. When a discrepancy or ambiguity arises between the written specifications and any drawings, the written specifications shall govern.
- D. Prior to the start of any work under this service contract, the Service Provider and the designated LSUHSC-NO representative shall together make a thorough examination of the current conditions at all locations listed in these specifications.

3.3 SERVICE LOCATIONS

- A. See Appendix C

3.4 BIDDER PROVISIONS

- A. Bidders are to quote their specific prices to furnish all labor, materials, equipment and expertise necessary to perform strainer and valve maintenance, inspection and repair services for a period beginning on or about December 1, 2020 and ending one (1) year after that date.
- B. The successful bidder must supply three (3) client references including contact person name, address and phone number from three organizations of similar size and complexity to LSUHSC-NO that are currently providing similar work to bidder.
- C. Only organizations which have been in the commercial mechanical or pipefitting business at least five (5) years and who are, as defined in the state statutes, financially responsible and able to show evidence of the reliability, ability, experience, facilities and persons directly employed and supervised by them to render prompt and satisfactory insulation service will be considered.
- D. The bid award will be all or none. All prices on successful bid price sheet will become the fixed service contract prices to furnish all labor, materials, equipment and expertise necessary to accomplish the work described in these specifications for the duration of this service contract.
- E. The use of the word "Service Provider" shall be interpreted to be the firm or corporation that is the successful bidder and has been designated the exclusive provider of the services described herein by LSUHSC-NO.
 - 1. The successful bidder will be required to accept a purchase order from LSUHSC-NO to serve as a service contract in strict accordance with these specifications for services.
 - 2. The service contract will be administered by the designated LSUHSC-NO representative.

3.5 DESIGNATED LSUHSC-NO REPRESENTATIVE

- A. Coordinate with the designated LSUHSC-NO Preventive Maintenance Representative and/or the Building Systems Representative prior to inspecting, testing and/or repairing valves.

- B. Following award of this bid, the primary designated LSUHSC-NO representative for Preventive Maintenance work is Preventive Maintenance Facility Assistant Maintenance Manager B Vennie Britton. Vennie Britton can be contacted via phone at 504-568-8155 or fax at 504-568-7223. Please do not contact this individual regarding the bid process.

Mail should be addressed to:
Vennie Britton, Facility Assistant Maintenance Manager B
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2220
New Orleans, LA 70112

- C. Following award of this bid, the primary designated LSUHSC-NO representative for equipment repairs not associated with Preventive Maintenance work is Building Systems Manager Mike Burke. Mike Burke can be contacted via phone at 504-568-2862 or fax at 504-568-7223. Please do not contact this individual regarding the bid process.

Mail should be addressed to:
Mike Burke, Manager, Building Systems
LSU Health Sciences Center
Department of Facility Services
1901 Perdido Street, Room 2214
New Orleans, LA 70112

- D. Following award of this bid, should the Facility Assistant Maintenance Manager A be unavailable, the Manager of Operations for Facility Services should be contacted with any service contract-related questions or issues via phone at (504) 568-8995.

3.6 PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING

- A. Prior to implementation of this service contract, representatives from LSUHSC-NO and the Service Provider will hold a meeting to introduce each group of representatives to the other. At a minimum, this meeting is to be attended by:
1. A main point of contact from the Service Provider's sales or management staff for all concerns beyond notification for routine work or servicing.
 - a. This individual shall routinely review and inspect operations, consult with LSUHSC-NO on current and future service programs and act with full authority on the Service Provider's behalf in any and all matters pertaining to the specifications of this service contract.
 - b. Though not required to attend, the name and contact information for a backup to the main point of contact must be provided.
 - c. The main point of contact will provide a telephone number, fax number, E-mail address, business cell phone number and normal working hours of themselves and their backup.

2. A main point of contact for the Service Provider responsible for scheduling service or repairs. Though not required to attend, the name of a backup to the scheduling point of contact must be provided.
3. The designated LSUHSC-NO representative, a purchasing representative from the LSUHSC-NO Purchasing Department handling this service contract and any individuals authorized as backup to the designated LSUHSC-NO representative.

3.7 COORDINATION OF WORK

- A. The Service Provider will be responsible for coordinating the work of all trades provided under this service contract.
- B. The Service Provider shall provide all supervision on-site to coordinate and inspect work.
- C. There will be an on-site supervisor or point-of-contact on campus at all times and readily available to the designated LSUHSC-NO representative when work is being performed.
- D. Daily Check In/Out
 1. The Service Provider on-site supervisor or point-of-contact shall check-in with designated LSUHSC-NO representative or designee daily prior to starting work.
 2. On-site supervisor or point-of-contact will contact the designated LSUHSC-NO representative or designee for inspection or to provide an update report after completing the daily work schedule.
- E. LSUHSC-NO is a twenty-four (24) hours a day, three hundred and sixty-five (365) days a year operation.
 1. The designated LSUHSC-NO representative must approve any work scheduling that will interfere with the normal operation of the facility or its personnel.
- F. Personnel relations of employees on the Service Provider's payroll shall solely be the Service Provider's responsibility.
 1. The Service Provider shall comply with all applicable government regulations related to the employment and compensation of personnel.
- G. All tasks are to be performed in a workmanlike manner, in accordance with industry standards and acceptable trade practices for all trades involved.

3.8 SERVICE CONTRACT CHANGES

- A. After the bid has been awarded, no changes will be made to any part of the service contract without:

1. A written proposal from the Service Provider describing the potential changes with a complete breakdown of all material and hours, and the individual cost of each; and,
2. A subsequent written approval from at least one of the designated LSUHSC-NO representatives and an authorized representative from the Purchasing Department.

3.9 DOCUMENTATION

- A. No notice of completion, delivery memo, invoice or other document will be signed, or approvals of any type given, for any part of the job or delivery of any equipment or materials, except by the designated LSUHSC-NO representative(s), secondary contact or designee.
- B. A pre-prepared service ticket must be provided to the designated LSUHSC-NO representative(s), secondary contact or designee at the completion of each service visit – annual service or repair service (all notations on this form by the service technician must legible and with clear details).

3.10 SERVICE IMPLICATIONS

- A. Items not expressly set forth but which are reasonably implied or necessary for the proper performance of this work shall be included.

SECTION 4 – GENERAL PROJECT REQUIREMENTS

4.1 QUALITY ASSURANCE

- A. The Service Provider shall:
 1. Submit copies of inspection reports, notices and similar documents to the designated LSUHSC-NO representative (where applicable).
 - a. Legible (typed) electronic copies of reports are required to be transmitted to LSUHSC-NO within forty eight (48) hours of the completion of on-site work.
 2. Handle and store materials in strict accordance with manufacturer's instructions.
 3. Submit all pertinent information to the designated LSUHSC-NO representative regarding any Sub-Service Provider for approval prior to using any Sub-Service Provider for the first time at LSUHSC-NO.
 4. All normal precautions associated with strainer and valve inspection and repairs must also be taken to protect the safety of the building, its occupants and the Service Provider's staff.

4.2 SCHEDULING WORK

- A. After agreeing to the schedule for the upcoming service by both parties, revisions may only be made by mutual consent of both the Service Provider and the LSUHSC-NO designated representative.
- B. Work Hours:
 - 1. Almost all locations (including roof access) are available for service from 8:00 a.m. to 4:30 p.m. Monday through Friday.
 - 2. The exceptions are the Residence Hall and Sister Stanislaus Memorial Hall buildings that must be scheduled after 9:00 a.m. and complete by 4:30 p.m.
- C. Consecutive Work Days – Once started, work shall continue on consecutive work days until complete unless pre-approved by the designated LSUHSC-NO representative.
- D. Total Work Time – Work must be complete, to the satisfaction of the designated LSUHSC-NO representative, by the target date agreed upon when the inspection and/or maintenance work is first scheduled.
- E. The target date may be extended but only by approval of the designated LSUHSC-NO representative.
- F. All shutdowns of systems will be coordinated with the LSUHSC-NO representative and appropriate requests, Outage Request and Hot Work Requests, will be made a minimum of five (5) work days prior to the start of the work.

4.3 RESCHEDULING WORK

- A. Once scheduled, the start of the work can be rescheduled only once for reasons other than weather related (should a declared evacuation of the area or a decision by the LSUHSC-NO Chancellor to officially close the LSUHSC-NO campus due to a severe weather event or other emergency, the Service Provider shall not schedule personnel to report to either LSUHSC-NO campus until officials at all levels have deemed the area safe).
- B. Rescheduled work must begin no later than five work days after the original scheduled start date.
- C. The Service Provider shall notify the designated LSUHSC-NO representative of any delays in writing at least 48 hours before the originally agreed upon start date to allow the designated LSUHSC-NO representative time to notify the campus community.

4.4 WORK PROGRESSION

- A. Once work has commenced, work must progress on consecutive work days until complete.
- B. Exceptions to this rule include:

1. Work is disrupted due to circumstances beyond the control of the Service Provider (weather, LSUHSC-NO causes a delay, etc. – should a declared evacuation of the area or a decision by the LSUHSC-NO Chancellor to officially close the LSUHSC-NO campus due to a severe weather event or other emergency, the Service Provider shall not schedule personnel to report to either LSUHSC-NO campus until officials at all levels have deemed the area safe);
 2. A work schedule showing non-consecutive work days was pre-approved by the designated LSUHSC-NO representative; or
 3. The nature of the work being performed requires a break or breaks to allow a process to complete (drying, curing, setting, etc.) before proceeding.
- C. The designated LSUHSC-NO representative may allow other exceptions on a case-by-case basis but will be the final authority of any such requests.

4.5 WARRANTY WORK

- A. Any valves or strainers replaced during the service contract period by the service provider will remain part of this service contract for the purpose of preventive maintenance inspections, while repairs will be solely covered under the warranty until the end of the entire warranty period or such time a new service contract is awarded to a different Service Provider.
- B. Any newly installed building valves and strainers still under the first year of the warranty period at the start of the service contract period will become part of this service contract at the start of the service contract only for the purpose of preventive maintenance inspections.
1. Repairs to a newly installed building valves and strainers during the first year of the warranty period will be covered under the warranty by the installer until the end of the first year of the warranty period.
 2. At the end of the first year of the warranty period for a newly installed valves and strainers, warranty repairs will become the responsibility of the Service Provider for this service contract.

SECTION 5 – SCOPE OF WORK

5.1 INITIAL ASSESSMENT

- A. As part of the activation of this service contract, but not to interfere with the commencing of repair requests, the Service Provider will complete an initial assessment of all of the strainers and valves listed in the accompanying spreadsheet and provide a recommendation to repair or replace faulty strainers and valves, a cost to repair (for *if* LSUHSC-NO should decide to repair) *and* a cost to replace (for *if* LSUHSC-NO should decide to replace) each faulty component, an estimated length of time to make each recommended repair (if

approved) and a list of all general information available for each component (age, type, size, etc.).

- B. In addition, the service provider will look at the campus systems and determine if other valves and strainers exist that should be serviced and provide in the report and throughout the contract recommendations for valves or strainers to add or remove from the contract.
- C. Inspect the supply valve and the return line valve on both sides of the coil.
 - 1. Make sure there are valves on both sides of the coil (supply and return lines).
 - 2. If either valve is not there, notify the designated LSUHSC-NO representative and note it in your inspection report.
- D. The contractor will recommend any 6 inch or greater valves on campus be added to the contract. Costs will be provided for any recommended valves and strainers to be added.
- E. The period to complete the initial assessment and deliver the recommendation report to the designated LSUHSC-NO representative will not exceed sixty (60) calendar days from the activation of this service contract (the date the purchase order is issued).
- F. Strainers and valves may be added and/or deleted from this service contract by LSUHSC-NO as conditions warrant.

5.2 STRAINER AND VALVE ANNUAL MAINTENANCE INSPECTION

- A. Provide strainer and valve inspection services for each of the LSUHSC-NO Buildings/Facilities listed in Appendix C.
- B. Document, compile and evaluate any strainer and valve maintenance deficiencies observed.
- C. Provide a written strainer and valve inspection report summarizing the condition of the existing strainers and valves, detailing the quantity and type(s) of strainer and/or valve deficiencies recorded for each building.
 - 1. The report shall include drawings, sketches and photographs indicating approximate locations(s) of the documented deficiencies.
 - 2. The report shall include proposed corrective measures with accompanying estimated costs to mitigate each.

5.3 VALVE ANNUAL PM SERVICE

- A. Clean and inspect exterior of each valve for mechanical integrity, obvious visual damage or signs of unseen faults (cracks in the valve casing and other faults).

1. If parts are missing or broken they must be replaced with OEM or authorized by the manufacturer parts.
 2. Check gland nuts and other hardware to make sure everything is tight.
 3. Check for any signs of leaking such as mineral buildup or corrosion on the casing.
 4. Disassemble valve and clean interior of valves and replace parts as needed (for valves specified).
- B. Exercise valves: Slowly turn each valve stem to make sure it has not seized from a buildup of minerals or rust.
1. Exercise each valve by opening and closing the valve a minimum of three (3) times to ensure proper operation (turns, stops flow and is not damaged).

5.4 STRAINER ANNUAL PM SERVICE

- A. Before the removal or loosening of any cap, plug or cover on a strainer, extreme caution will be exercised to ensure there is zero pounds pressure in the system – only after the system has been depressurized should a strainer be drained for service.
- B. Clean and check each strainer body for leaks before removal and cleaning of the strainer screen.
- C. After removing the screen, soak the screen in an appropriate cleaning solution or clean by using a brush.
- D. Replace the strainer basket if the basket is missing or damaged (**at an additional [supplemental] cost to LSUHSC-NO**).
- E. Apply “Never Seize” when re-installing the strainer plug/cap.

5.5 REPAIR SERVICES

- A. If repairs are needed unrelated to the Preventive Maintenance program, the Service Provider shall provide repair services for the locations listed in Appendix C (**at an additional [supplemental] cost to LSUHSC-NO**).
- B. The designated LSUHSC-NO representative shall provide the Service Provider with a description of the problem and location when telephoning for service.
- C. All repairs shall be completed as quickly as required and material availability will allow in accordance with Sections 5.6 [Service Response Time] and 5.8 [Materials].
- D. The direct labor hours to perform any repairs shall be at the fixed labor rates provided on the price sheet for this bid.

- E. LSUHSC-NO does not pay for travel time to or from the equipment location.

5.6 SERVICE RESPONSE TIME REQUIREMENTS

- A. The Service Provider shall provide a 24/7 toll-free phone number for service.
- B. The Service Provider shall respond with a telephone call within two (2) hours after the initial request from a designated LSUHSC-NO representative for any kind of service.
- C. At the time of the initial telephone request for service, the designated LSUHSC-NO representative will state the level of response needed per the following:
 - 1. Emergency
 - a. Two (2) hour (including weekends and holidays) on-site response from the time of the Service Provider's initial returning telephone call;
 - b. Twenty four (24) hours (including weekends and holidays) from the time of the technician's initial arrival on site to complete repair.
 - 2. Urgent
 - a. Twenty four (24) hour (including weekends and holidays) on-site response from the time of the Service Provider's initial returning telephone call;
 - b. Seventy two (72) hours (including weekends and holidays) from the time of the technician's initial arrival on site to complete repair.
 - 3. Routine
 - a. Seventy two (72) hours or three business days (excluding weekends and holidays) on-site response from the time of the Service Provider's initial returning telephone call;
 - b. Seven (7) business days (excluding weekends and holidays) from the time of the technician's initial arrival on site to complete repair .
 - c. Repairs shall only be performed between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.
 - 4. Scheduled
 - a. Arrive on the pre-scheduled date and at the pre-scheduled time;
 - b. Five (5) business days (excluding weekends and holidays) from the time of the technician's initial arrival on site to complete work.

5.7 SPECIAL PROJECTS

- A. The Service Provider shall perform special projects for the equipment listed in Appendix C **(at an additional [supplemental] cost to LSUHSC-NO).**

1. Special projects include repairs, modifications or replacement of major components to improve operation, efficiency or safety of a mechanical system.
- B. The cost of any special projects shall be quoted on the Service Provider's letterhead and the designated LSUHSC-NO representative will arrange for a purchase order specific to the special project to be issued to authorize the work.
- C. The direct labor hours to perform special projects shall be at the fixed labor rate provided on the price sheet for this bid.
- D. LSUHSC-NO does not pay for travel time to or from the equipment location.

5.8 MATERIALS

- A. Replacement materials for repairs will be provided by the Service Provider (**at an additional [supplemental] cost to LSUHSC-NO**) after a written quote is provided in advance to, and approved by, the designated LSUHSC-NO representative.
- B. All replacement materials shall be new and recommended by the mechanical system manufacturer.
- C. The Service Provider shall have the ability to provide emergency service replacement materials to LSUHSC-NO within 24 hours of initial service request.
 1. Higher shipping costs for accelerated delivery may be utilized (**at an additional [supplemental] cost to LSUHSC-NO**) if the higher shipping cost is approved in advance by the designated LSUHSC-NO representative.
- D. The Service Provider shall be expected to make all *reasonable* efforts to supply and/or manufacture (**at an additional [supplemental] cost to LSUHSC-NO**) obsolete parts that may be required to maintain the mechanical systems covered under this service contract.

5.9 REPORTING REQUIREMENTS

- A. The Service Provider shall provide a detailed description of the work completed for each service visit electronically via E-mail within 24 hours of the completed service.
- B. Service reports shall include the date and time when the request was received, a detailed description of the work completed, including all tests performed and the results, along with any additional work recommended by the Service Provider.
- C. Service reports shall identify the strainers and valves being serviced by the location.
- D. Invoices shall clearly state what work was covered, building(s) where work occurred, date of work, and any other information to allow the LSUHSC representative determine the work completed for approval of the payment.

APPENDIX A

SERVICE PROVIDER ID BADGE APPLICATION

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ ____ ____ ____

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

LSUHSC – SERVICE PROVIDER ID BADGE REQUEST FORM

DEPARTMENT: FACILITY SERVICES

COMPANY: _____

NAME: _____

SOCIAL SECURITY NUMBER (LAST 4 DIGITS ONLY): ____ ____ ____ ____

DATE OF BIRTH: ____/____/____

FULL HOME ADDRESS (incl. zip): _____

BIRTHPLACE (city & state): _____

JOB TITLE: _____

WORK TELEPHONE NUMBER: _____

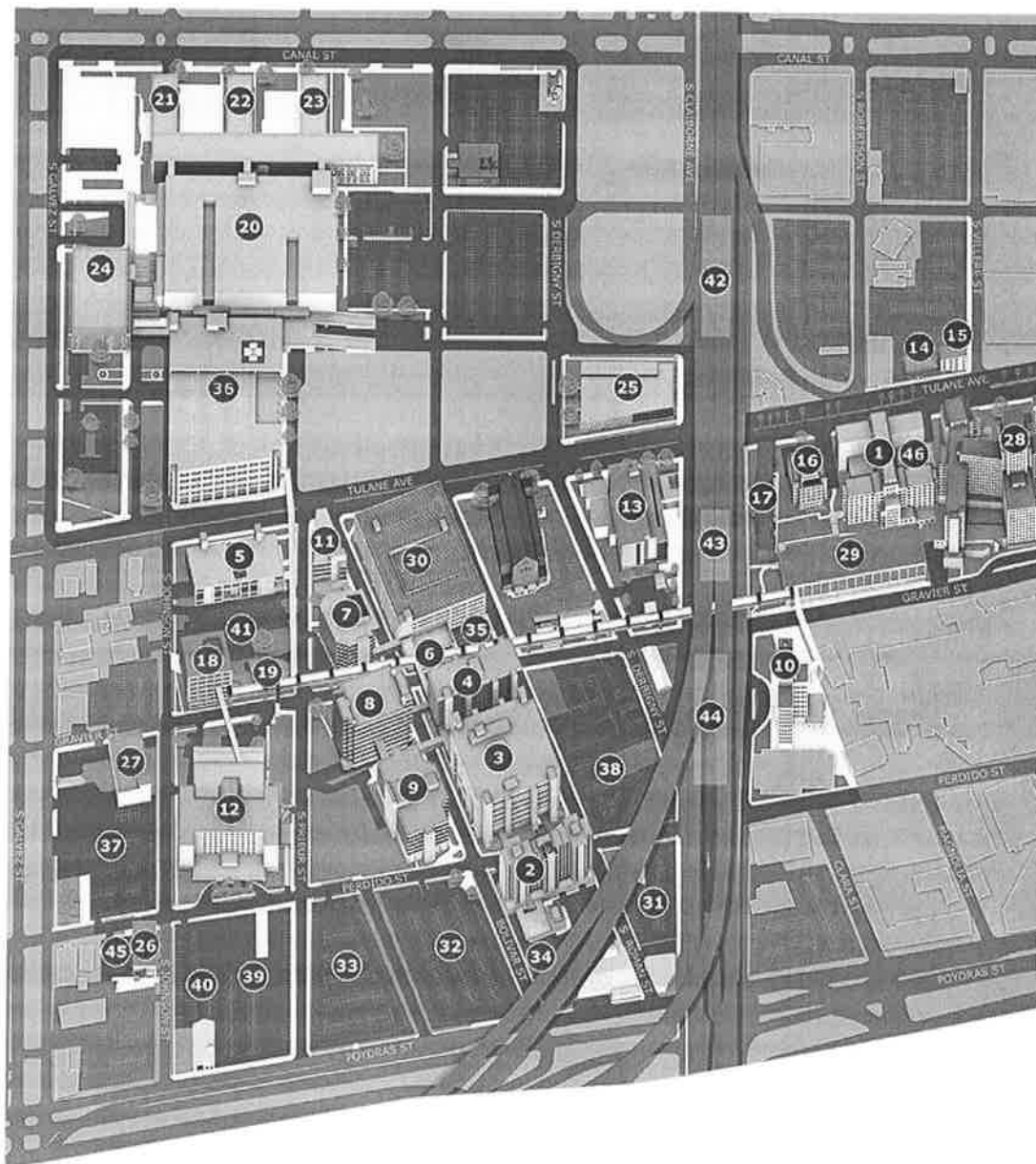
APPENDIX B

CAMPUS MAPS

DOWNTOWN CAMPUS BUILDING LIST

(<https://www.lsuhs.edu/maps/downtown.aspx>)

- | | |
|--|---|
| <p>(1) <u>Clinical Education Building</u>
1542 Tulane Avenue</p> <p>(2) <u>Residence Hall</u>
1900 Perdido Street</p> <p>(3) <u>Medical Education Building</u>
1901 Perdido Street</p> <p>(4) <u>Allied Health / Nursing Building</u>
1900 Gravier Street</p> <p>(5) <u>Human Development Center</u>
411 South Prieur Street</p> <p>(6) <u>Central Plant (Main)</u>
1903 Gravier Street</p> <p>(7) <u>Resource Center Building</u>
433 Bolivar Street</p> <p>(8) <u>Lions / LSU Clinics Building</u>
2020 Gravier Street</p> <p>(9) <u>Dr. Mervin L. Trail Clinical Sci. Research Bldg.</u>
533 Bolivar Street</p> | <p>(10) <u>Sister Stanislaus Memorial Hall</u>
450A South Claiborne Avenue</p> <p>(12) <u>Center for Advanced Learning & Simulation</u>
2021 Perdido Street</p> <p>(18) <u>Seton Building (NO LONGER PART OF UMC)</u>
2025 Gravier Street</p> <p>(19) <u>Center for Advanced Learning & Simulation</u>
<u>Central Plant</u>
2101 Gravier Street</p> <p>(29) <u>Gravier Street Parking Garage</u>
1661 Gravier Street</p> <p>(30) <u>Roman Street Parking Garage</u>
425 S. Roman Street</p> <p>(35) <u>East Campus Standby Power System</u>
1900 Gravier Street</p> <p>(NA) <u>Walk-To-Wellness</u>
Gravier Street (Bld. # 18 to Bld. # 29)</p> |
|--|---|



LEGEND



LSUHSC



University
Medical
Center (NIC)



Parking

SCHOOL OF DENTISTRY CAMPUS BUILDING LIST

(<https://www.lsuhs.edu/maps/dental.aspx>)

- (1) School of Dentistry – Administration Building (Admin)
1100 Florida Avenue
- (2) School of Dentistry – Dr. Allen A. Copping Advanced Clinical Care & Clinical Research Building (Annex)
1100 Florida Avenue
- (3) School of Dentistry – Clinic Building (Clinic)
1100 Florida Avenue
- (4) School of Dentistry – Inter-Professional Primary Care Clinic (PCC)
1100 Florida Avenue
- (5) School of Dentistry – Power Plant
1100 Florida Avenue



APPENDIX C

STRAINER & VALVE LOCATIONS

- A. **ALLIED HEALTH / NURSING BUILDING (AHN)**
Address: 1900 GRAVIER STREET
- B. **CLINICAL EDUCATION BUILDING (CEB or 1542)**
Address: 1542 TULANE AVENUE
- C. **DR. MERVIN L. TRAIL CLINICAL SCIENCES RESEARCH BUILDING (CSRB)**
Address: 533 BOLIVAR STREET
- D. **HUMAN DEVELOPMENT CENTER (HDC)**
Address: 411 SOUTH PRIEUR STREET
- E. **LIONS / LSU CLINICS BUILDING (LEC)**
Address: 2020 GRAVIER STREET
- F. **MEDICAL EDUCATION BUILDING (MEB)**
Address: 1901 PERDIDO STREET
- G. **RESIDENCE HALL (RES HALL)**
Address: 1900 PERDIDO STREET
- H. **RESOURCE CENTER (RCB)**
Address: 433 BOLIVAR STREET
- I. **SCHOOL OF DENTISTRY – ADMINISTRATION BUILDING (DENTAL ADMIN)**
Address: 1100 FLORIDA AVENUE
- J. **SCHOOL OF DENTISTRY – DR. ALLEN A. COPPING ADVANCED CLINICAL CARE & CLINICAL RESEARCH BUILDING (DENTAL ANNEX)**
Address: 1100 FLORIDA AVENUE
- K. **SCHOOL OF DENTISTRY – CLINIC BUILDING (DENTAL CLINIC)**
Address: 1100 FLORIDA AVENUE
- L. **SETON BUILDING (SETON)**
Address: 478 SOUTH JOHNSON STREET
- M. **SISTER STANISLAUS MEMORIAL HALL (SSMH)**
Address: 450A SOUTH CLAIBORNE AVENUE

FUTURE BUILDINGS (NOT PART OF THIS BID):

- A. **CENTER FOR ADVANCED LEARNING & SIMULATION (CALs)**
Address: 2021 PERDIDO STREET
Estimated Completion: 01-01-2022
- B. **CENTER FOR ADVANCED LEARNING & SIMULATION CENTRAL PLANT (CALs PLANT)**
Address: 2101 GRAVIER STREET
- C. **CENTRAL PLANT (CP)**
Address: 1903 GRAVIER STREET

D. EAST CAMPUS STANDBY POWER SYSTEM

Address: 1901 GRAVIER STREET

Estimated Completion: 01-01-2022

L. SCHOOL OF DENTISTRY – POWER PLANT (DENTAL POWER HOUSE)

Address: 1100 FLORIDA AVENUE

APPENDIX D

TASK ORDER FORM

Task Order

Task Order Number: _____ Date: _____
Project Name & Location: _____
PO #: _____
Service Provider: _____
Building Name: _____ Original Contract Date: _____

Service Provider is directed to perform the following task(s) as per below Scope of Work:

Scope of Work:

Original Contract Sum (Total contract sum is unchanged by this Task Order)	\$
Total price of previous Task Order(s)	\$
Price of this Task Order	\$
Contract Expiration Date (Expiration Date is unchanged by this Task Order.)	
Expected completion date of this Task Order	

Note: No additional increase in time or money will be considered for a Change Order after the change has been reviewed and ruled on.

Requestor

Requestor's Name:

Approved

Approver's Name:

Accepted

Service Provider Representative Name:

Service Provider's Name & Address:

Approved
Via email to:

Service Provider Signature:


Via email to:

Date: _____

Date: _____

Date: _____

Invitation to Bid

LSUHSC New Orleans				BIDS WILL BE PUBLICLY OPENED: December 07, 2020 02:00 PM	
VENDOR NO. : SOLICITATION : 002400 OPENING DATE : 12/07/2020		Return Sealed Bid to: Purchasing Department 433 Bolivar St Room 623 New Orleans LA 70112		BUYER : Williams, Michael D. BUYER PHONE : 504/568-6261 DATE ISSUED : 11/09/2020 REQ. NO : FISCAL YEAR : 0	
Strainers and Valves					
To be Completed by Vendor:					
BUSINESS NAME _____ ADDRESS _____ TAX ID NUMBER _____					
<p>_____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY 30 DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.</p>					
INSTRUCTION TO BIDDERS					
1. READ THE ENTIRE BID (INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS). 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.					
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.					
3. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (See No.9).					
VENDOR PHONE NUMBER:		TITLE		DATE	
FAX NUMBER:					
SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 2 of 9
NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM	BIDDER:
<p>4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF A PROPERLY EXECUTED INVOICE THAT IS APPROVED BY LSUHSC OR DELIVERY, WHICHEVER IS LATER.</p> <p>5. DESIRED DELIVERY: 10 DAYS AFTER RECEIPT OF ORDER, UNLESS SPECIFIED ELSEWHERE.</p> <p>6. TO ASSURE CONSIDERATION OF YOUR BID, SEE HEADER FOR RETURN INSTRUCTIONS. ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE AND CLEARLY ENDORSED WITH THE BID OPENING DATE, BID OPENING TIME, BID NUMBER, AND BID TITLE. ALL REQUEST FOR QUOTATIONS AND ADDENDA SHOULD BE SUBMITTED VIA FAX, EMAIL OR PLACED IN AN ENVELOPE AND DELIVERED.</p> <p>7. 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.</p> <p>PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:</p> <p>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.</p> <p>8. IMPORTANT:</p> <p>BY SIGNING THIS 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. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.</p> <p>9. SIGNATURE AUTHORITY:</p> <p>SUBMIT EVIDENCE WITH THE BID OR UPON REQUEST</p> <p>R.S. 39:1594 (C) (4) EVIDENCE OF AGENCY, CORPORATE, OR PARTNERSHIP AUTHORITY SHALL BE REQUIRED FOR SUBMISSION OF A BID TO PURCHASING AGENCIES OF THE STATE OF LOUISIANA.</p> <p>THE AUTHORITY OF THE SIGNATURE OF THE PERSON SUBMITTING THE BID SHALL BE DEEMED SUFFICIENT AND ACCEPTABLE IF ANY OF THE FOLLOWING CONDITIONS ARE MET:</p> <p>(A) THE SIGNATURE ON THE BID IS THAT OF ANY CORPORATE OFFICER LISTED ON THE MOST CURRENT ANNUAL REPORT ON FILE WITH THE SECRETARY OF STATE, OR THE SIGNATURE ON THE BID IS THAT OF ANY MEMBER OF A PARTNERSHIP OR PARTNERSHIP IN COMMENDAM LISTED IN THE MOST CURRENT PARTNERSHIP RECORDS ON FILE WITH THE SECRETARY OF STATE.</p> <p>(B) THE SIGNATURE ON THE BID IS THAT OF AN AUTHORIZED REPRESENTATIVE OF THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY AND THE BIDDER SUBMITS OR PROVIDES UPON REQUEST A CORPORATE RESOLUTION, CERTIFICATION AS TO THE CORPORATE PRINCIPAL, OR OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY, INCLUDING REGISTRATION ON AN ELECTRONIC INTERNET DATABASE MAINTAINED BY THE PUBLIC ENTITY.</p> <p>(C) THE CORPORATION, PARTNERSHIP, OR OTHER LEGAL ENTITY HAS FILED IN THE APPROPRIATE RECORDS OF THE SECRETARY OF STATE IN WHICH THE PUBLIC ENTITY IS LOCATED, AN AFFIDAVIT, RESOLUTION, OR OTHER ACKNOWLEDGED OR</p>	

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 3 of 9
NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM	BIDDER:
<p>AUTHENTIC DOCUMENT INDICATING THE NAMES OF ALL PARTIES AUTHORIZED TO SUBMIT BIDS FOR PUBLIC CONTRACTS. SUCH DOCUMENT ON FILE WITH THE SECRETARY OF STATE SHALL REMAIN IN EFFECT AND SHALL BE BINDING UPON THE PRINCIPAL UNTIL SPECIFICALLY RESCINDED AND CANCELED FROM THE RECORDS OF THE RESPECTIVE OFFICES.</p> <p>IT IS ACCEPTABLE FOR THE SIGNATURE ON THE BID TO BE LISTED AS A VENDOR CONTACT ON LAPAC (LOUISIANA PROCUREMENT AND CONTRACT NETWORK)</p> <p>10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.</p> <p>11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED AND PROPERLY SIGNED. BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none">A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUNDB. BID FILLED OUT IN PENCIL; ANDC. BID NOT SUBMITTED PER THE SOLICITATION DOCUMENT. <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.</p> <p>12. STANDARDS OR QUALITY: ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED 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. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION. LSUHSC RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED ITEMS FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF THE ITEM FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE ITEM IS IN COMPLIANCE, COST OF ALL TESTS WILL BE PAID BY LSUHSC.</p> <p>13. DESCRIPTIVE INFORMATION: BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>14. 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 LSUHSC DURING NORMAL</p>	

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 4 of 9
NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM	BIDDER:
<p>WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>15. AWARDS: AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC 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.</p> <p>16. PRICES: UNLESS OTHERWISE SPECIFIED BY LSUHSC 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. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17. TAXES: VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>18. NEW PRODUCTS: UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, 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. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>19. CONTRACT RENEWALS: UPON AGREEMENT OF LSUHSC AND THE CONTRACTOR , A TERM CONTRACT MAY BE EXTENDED FOR 4 (FOUR) ADDITIONAL 12 MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 60 MONTHS. RS 39:1615</p> <p>20. CONTRACT CANCELLATION: TERMINATION FOR NONCOMPLIANCE: LSUHSC HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (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 CONTRACTOR; (4) FRAUD, COLLUSION , CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT. FURTHER, LSUHSC MAY TERMINATE THIS CONTRACT FOR CAUSE BASED UPON THE FAILURE OF THE CONTRACTOR TO COMPLY WITH THE TERMS AND/OR CONDITIONS OF THE CONTRACT; PROVIDED THAT LSUHSC SHALL GIVE THE CONTRACTOR WRITTEN NOTICE SPECIFYING THE FAILURE. IF WITHIN THIRTY (30) DAYS AFTER RECEIPT OF SUCH NOTICE, THE CONTRACTOR SHALL NOT HAVE EITHER CORRECTED SUCH FAILURE OR, IN THE CASE WHICH CANNOT BE CORRECTED IN THIRTY (30) DAYS, BEGUN IN GOOD FAITH TO CORRECT SAID FAILURE AND THEREAFTER PROCEEDED DILIGENTLY TO COMPLETE SUCH CORRECTION, THEN LSUHSC MAY, AT ITS OPTION, PLACE THE CONTRACTOR IN DEFAULT AND THE CONTRACT SHALL TERMINATE ON THE DATE</p>	

Invitation to Bid

STANDARD TERMS & CONDITIONS	Page 5 of 9
NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM	BIDDER:
<p>SPECIFIED IN SUCH NOTICE. THE CONTRACTOR MAY EXERCISE ANY RIGHTS AVAILABLE TO IT UNDER LOUISIANA LAW TO TERMINATE FOR CAUSE UPON THE FAILURE OF LSUHSC TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS CONTRACT; PROVIDED THAT THE CONTRACTOR SHALL GIVE LSUHSC WRITTEN NOTICE SPECIFYING LSUHSC'S FAILURE AND A REASONABLE OPPORTUNITY FOR LSUHSC TO CURE THE DEFECT</p> <p>TERMINATION FOR CONVENIENCE:</p> <p>LSUHSC MAY, AT ANY TIME, TERMINATE THE CONTRACT FOR THEIR CONVENIENCE AND WITHOUT CAUSE. UPON RECEIPT OF WRITTEN NOTICE FROM LSUHSC OF SUCH TERMINATION FOR THEIR CONVENIENCE, THE CONTRACTOR SHALL: CEASE OPERATIONS AS DIRECTED BY LSUHSC IN THE NOTICE; TAKE ACTIONS NECESSARY, OR THAT LSUHSC MAY DIRECT, FOR THE PROTECTION AND PRESERVATION OF THE WORK; AND EXCEPT FOR WORK DIRECTED TO BE PERFORMED PRIOR TO THE EFFECTIVE DATE OF TERMINATION STATED IN THE NOTICE, TERMINATE ALL EXISTING SUBCONTRACTS AND PURCHASE ORDERS AND ENTER INTO NO FURTHER SUBCONTRACTS AND PURCHASE ORDERS. IN CASE OF SUCH TERMINATION FOR LSUHSC'S CONVENIENCE, THE CONTRACTOR SHALL BE ENTITLED TO RECEIVE PAYMENT FOR WORK EXECUTED. LSUHSC SHALL NOT BE RESPONSIBLE OR OTHERWISE LIABLE FOR ANY DEMOBILIZATION COSTS OR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH TERMINATION.</p> <p>TERMINATION FOR NON-APPROPRIATION OF FUNDS:</p> <p>THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE APPROPRIATION OF FUNDS TO FULFILL THE REQUIREMENTS OF THE CONTRACT.</p> <p>21. DEFAULT OF CONTRACT:</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22. ORDER OF PRIORITY:</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23. APPLICABLE LAW:</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24. COMPLIANCE WITH CIVIL RIGHTS LAWS:</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER 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 VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, 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 ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR. 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.</p>	

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<p>25. SPECIAL ACCOMMODATIONS:</p> <p>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 THIS 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.</p> <p>26. INDEMNITY:</p> <p>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, LSUHSC, 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, 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 UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>27. IN ACCORDANCE WITH THE PROVISIONS OF (RS 39:2192):</p> <p>IN AWARDDING CONTRACTS, ANY PUBLIC ENTITY IS AUTHORIZED TO REJECT THE LOWEST BID FROM, 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 CRIME 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.</p> <p>28. CERTIFICATION OF NO SUSPENSION OR DEBARMENT:</p> <p>BY SIGNING AND SUBMITTING THIS BID, THE BIDDER CERTIFIES THAT THEIR BUSINESS ENTITY , ANY SUBCONTRACTORS OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN "AUDIT REQUIREMENTS IN SUBPART F OF THE OFFICE OF MANAGEMENT AND BUDGET'S UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS."</p> <p>A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT HTTPS://SAM.GOV</p> <p>IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, THIS ENTITY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.</p> <p>29. FEDERAL CLAUSES (IF APPLICABLE):</p> <p>ANTI-KICKBACK CLAUSE. THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE MANDATE DICTATED BY THE COPELAND "ANTI-KICKBACK" ACT WHICH PROVIDES THAT EACH CONTRACTOR OR SUB GUARANTEE SHALL BE PROHIBITED FROM INDUCING BY ANY MEANS, ANY PERSON EMPLOYED IN THE COMPLETION OF WORK, TO GIVE UP ANY PART OF THE COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED.</p>	

Invitation to Bid

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<p>CLEAN AIR ACT: THE CONTRACTOR HEREBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS OR REQUIREMENTS ISSUED UNDER SECTION 306 OF THE CLEAN WATER ACT, WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ENERGY POLICY AND CONSERVATION ACT: THE CONTRACTOR HEREBY RECOGNIZES THE MANDATORY STANDARDS AND POLICIES RELATING TO ENERGY EFFICIENCY WHICH ARE CONTAINED IN THE STATE ENERGY CONSERVATION PLAN ISSUED IN COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT (P.L. 94-163)</p> <p>CLEAN WATER ACT: THE CONTRACTOR HERBY AGREES TO ADHERE TO THE PROVISIONS WHICH REQUIRE COMPLIANCE WITH ALL APPLICABLE STANDARDS, ORDERS, OR REQUIREMENTS ISSUED UNDER SECTION 508 OF THE CLEAN WATER ACT WHICH PROHIBITS THE USE UNDER NON-EXEMPT FEDERAL CONTRACTS, GRANTS, OR LOANS OF FACILITIES INCLUDED ON THE EPA LIST OF VIOLATING FACILITIES.</p> <p>ANTI-LOBBYING AND DEBARMENT ACT: THE CONTRACTOR WILL BE EXPECTED TO COMPLY WITH FEDERAL STATUES REQUIRED IN THE ANTI-LOBBYING ACT AND THE DEBARMENT ACT.</p> <p>30. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION</p> <p>31. IN ACCORDANCE WITH LOUISIANA LAW, ALL CORPORATIONS (RS 12:163) AND LIMITED LIABILITY COMPANIES (RS 12:1308.2) MUST BE IN GOOD STANDING WITH THE LOUISIANA SECRETARY OF STATE IN ORDER TO HOLD A CONTRACT WITH THE STATE.</p> <p>32. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.</p> <p>33. 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, VENDOR AGREES THAT CONTRARY TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN ITS BID ARE NULLIFIED AND AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH THIS SOLICITATION.</p> <p>34. VENDORS FORMS: THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ALLOWED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.</p>	

Invitation to Bid

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NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM	BIDDER:
<p>35. PUBLICIZING AWARDS: IN ACCORDANCE WITH L.A.C 34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.</p> <p>36. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE?</p> <p>YES _____ SPECIFY THE LINE NUMBER (S) _____ SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____ (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)</p> <p>DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____ IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS? YES _____ NO _____ FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>37. AUDIT OF RECORDS: THE STATE LEGISLATIVE AUDITOR, FEDERAL AUDITORS, AND INTERNAL AUDITORS OF THE STATE SHALL HAVE THE RIGHT TO INSPECT AND AUDIT ALL TIMEKEEPING AND EXPENSE RECORDS OF THE CONTRACTING ENTITY OR ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY TO SUBSTANTIATE AMOUNTS INVOICED BY SUPPLIER WITH RESPECT TO THIS AGREEMENT. THE RIGHTS OF INSPECTION AND AUDIT SHALL COMMENCE AS OF THE DATE OF THIS AGREEMENT AND SHALL CONTINUE FOR A PERIOD OF FIVE (5) YEARS AFTER PROJECT ACCEPTANCE OR AS REQUIRED BY APPLICABLE STATE AND FEDERAL LAW. THE CONTRACTING ENTITY AND ANY SUBCONTRACTOR OF THE CONTRACTING ENTITY SHALL MAINTAIN ALL TIMEKEEPING AND EXPENSE RECORDS RELATED TO THIS AGREEMENT FOR THE ENUMERATED FIVE (5) YEAR PERIOD.</p>	

Invitation to Bid

PRICE SHEET		Page 9 of 9			
NUMBER : 002400 OPEN DATE : 12/07/2020 TIME: 02:00 PM		BIDDER:			
UNLESS SPECIFIED ELSEWHERE SHIP TO:					
Line No.	Description				
1	<p>Strainers and Valves Service as specified in the scope of work. Enter total from Bid Price Sheet on line below.</p> <p style="text-align: center;">\$</p> <hr style="width: 30%; margin: 10px auto;"/> <p>The LSU Health Sciences Center in New Orleans (LSUHSC) requests bids for Strainers and Valves Service as specified in the attached specifications. The contract for this agreement will be twelve (12) months. Upon mutual agreement by both parties, the contract can be renewed for four (4) additional twelve (12) month periods at the same prices, terms, and conditions. The total term of the contract cannot exceed sixty (60) months.</p> <p>Title 39 Service Contract</p> <p>Note: For purposes of clarification, this is an All or None Bid. Quantities are not guaranteed. Bidder shall provide a bid pricing schedule (see Bid Price Sheet). The total bid sum will be used to determine the lowest responsive and qualified bidder.</p> <p>Bids are due no later than 2:00 PM on Monday, December 7, 2020.</p> <p>Submit bids to attention of: Michael Williams LSUHSC Purchasing Department 433 Bolivar St. Room 623 New Orleans, LA 70112 504-568-6261</p>				

2020 STRAINERS & VALVES BID PRICE SHEET

ANNUAL SERVICE

EQUIPMENT TYPE	TOTAL SERVICE COST (Per service)
ALL LISTED STRAINERS (spreadsheet)	
ALL LISTED VALVES (spreadsheet)	

QUARTERLY SERVICE

EQUIPMENT TYPE	TOTAL SERVICE COST (Per service)
ALL LISTED STRAINERS (spreadsheet)	
ALL LISTED VALVES (spreadsheet)	

REPAIR SERVICE LABOR (AS-NEEDED)

PERSONNEL	RESPONSE LEVEL	HOURLY RATE
Technician - Straight Time Rate	Emergency	
Technician - Straight Time Rate	Urgent	
Technician - Straight Time Rate	Routine	
Technician - Straight Time Rate	Scheduled In Advance	
Technician - Overtime Rate	Emergency	
Technician - Overtime Rate	Urgent	
Technician - Overtime Rate	Routine	
Technician - Overtime Rate	Scheduled In Advance	
Technician - Holiday Rate	Emergency	
Technician - Holiday Rate	Urgent	
Technician - Holiday Rate	Routine	
Technician - Holiday Rate	Scheduled In Advance	
Helper - Straight Time Rate	Emergency	
Helper - Straight Time Rate	Urgent	
Helper - Straight Time Rate	Routine	
Helper - Straight Time Rate	Scheduled In Advance	
Helper - Overtime Rate	Emergency	
Helper - Overtime Rate	Urgent	
Helper - Overtime Rate	Routine	
Helper - Overtime Rate	Scheduled In Advance	
Helper - Holiday Rate	Emergency	
Helper - Holiday Rate	Urgent	
Helper - Holiday Rate	Routine	
Helper - Holiday Rate	Scheduled In Advance	

BID TOTAL

TOTAL: \$ -

FOR INFORMATION ONLY (not a consideration in awarding bid)

Provide the weekday time period that your company considers as overtime hours (ex. 5 pm - 7 am?)	
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BUILDING	ROOM NUMBER	Valve Manufacturer	Valve Type	Electronic or Manual	VALVE TYPE AND SIZE	VALVE TOTAL	Strainer Manufacturer	Strainer Type	SIZE STRAINERS/ NUMBER	TOTAL STRAINE RS
LIONS EYE	251					9				4
		Dezurik	Butterfly	Manual	2 X 2.5 IN	2		Y	2 X 2.5 IN	2
		Nibco	Butterfly	Manual	3 X 2.5 IN	3		Y	1 X 1.5 IN	1
		Dezurik	Butterfly	Manual	4X 2 IN	4		Y	1 X 3 IN	1
LIONS EYE	278					8				4
		Nibco	Ball	Manual	1 X 1.25 IN	1		Y	1 X 2.5 IN	1
		Dezurik	Butterfly	Manual	5 X 1.25 IN	5		Y	2 X 1.25 IN	2
		Dezurik	Butterfly	Manual	2 X 2.5 IN	2		Y	1 X 3/4 IN	1
LIONS EYE	347					11				6
		Dezurik	Butterfly	Manual	5 X 1.25 IN	5		Y	2 X 1.25 IN	2
		Watts	Ball	Manual	1 X 1.25 IN	1		Y	2 X 3/4 IN	2
		Dezurik	Butterfly	Manual	4 X 2 IN	4		Y	2 X 2.5 IN	2
		Dezurik	Butterfly	Manual	1 X 2 IN	1				
LIONS EYE	367					13				6
		Dezurik	Butterfly	Manual	5 X 2.5 IN	5		Y	2 X 1.25 IN	2
		Dezurik	Butterfly	Manual	7 X 1.25 IN	7		Y	2 X 3/4 IN	2
		Apollo	Ball	Manual	1 X 1 IN	1		Y	2 X 2.5 IN	2
LIONS EYE	556					10				4
		FNW	Ball	Manual	6 x 1.25 IN	6		Y	4 X 1.5 IN	4
		Dezurik	Butterfly	Manual	4 X 1.5 IN	4				
LIONS EYE	505					10				4
		Dezurik	Butterfly	Manual	8 X 1.5 IN	8		Y	2 X 1.5 IN	2
		Hammond	Ball	Manual	2 X 1.5 IN	2		Y	2 X 1.25 IN	2
LIONS EYE	604					6				1
		Nibco/ RWV	Ball	Manual	4 X 2.5 IN	4		Y	1 X 2.5 IN	1
		Dezurik	Butterfly	Manual	2 X 2.5 IN	2				
LIONS EYE	629					6				1
		FNW	Ball	Manual	4 X 2.5 IN	4		Y	1 X 2.5 IN	1
		Dezurik	Butterfly	Manual	2 X 2.5 IN	6				
LIONS EYE	737									0
		Dezurik	Butterfly	Manual	4 X 2.5 IN	4				

[illegible]

BUILDING	ROOM NUMBER	Valve Manufacturer	Valve Type	Electronic or Manual	VALVE TYPE AND SIZE	VALVE TOTAL	Strainer Manufacturer	Strainer Type	SIZE STRAINERS/ NUMBER	TOTAL STRAINER RS
CSRB										
	711	DEZURICK	BUTTERFLY	MANUAL	2 X 4 INCH	2				0
		APOLLO	BALL	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				
CSRB										
	744	APOLLO	BALL	MANUAL	2 X 2 INCH	2				0
		DEZURICK	BUTTERFLY	MANUAL	3 X 4 INCH	3				
		DEZURICK	BUTTERFLY	MANUAL	2 X 2 INCH	2				
CSRB										
	653	DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				0
		APOLLO	BALL	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	2 X 2 INCH	2				
		DEZURICK	BUTTERFLY	MANUAL	2 X 4 INCH	2				
CSRB										
	619	DEZURICK	BUTTERFLY	MANUAL	2 X 4 INCH	2				0
		APOLLO	BUTTERFLY	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				
CSRB										0
	554	APOLLO	BUTTERFLY	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	4 X 4 INCH	2				
CSRB										
	515	APOLLO	BALL	MANUAL	1 X 2 INCH	1				0
		DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				
		DEZURICK	BUTTERFLY	MANUAL	2 X 4 INCH	2				
CSRB										
	450	DEZURICK	BALL	MANUAL	4 X 4 INCH	4				
		APOLLO	BUTTERFLY	MANUAL	1 X 2 INCH	1				0
		DEZURICK	BUTTERFLY	MANUAL	1 X 2 INCH	1				
CSRB										
	411	APOLLO	BALL	MANUAL	3 X 2 INCH	3				0

[illegible]

[illegible]

[illegible]

[illegible]

		NIBCO	BALL	MANUAL	2 X 2 INCH	2				Y	1 X 1.5 INCH	1
		?	BALL	MANUAL	1 X 2 INCH	1						
		NEXUS	BALL	MANUAL	2 X 1.5 INCH	2						
MEB												
	4105	?	GATE	MANUAL	2 X 4 INCH	2				Y	1 X 4 INCH	1
		NIBCO	BALL	MANUAL	2 X 2 INCH	2				Y	1 X 1.5 INCH	1
		?	BALL	MANUAL	1 X 2 INCH	1						
		NEXUS	BALL	MANUAL	2 X 1.5 INCH	2						
MEB												
	4116	?	GATE	MANUAL	2 X 4 INCH	2				Y	1 X 4 INCH	1
		?	BALL	MANUAL	1 X 2 INCH	1				Y	1 X 1.5 INCH	1
		NEXUS	BALL	MANUAL	2 X 1.5 INCH	2						
MEB												
	3216	?	GATE	MANUAL	2 X 4 INCH	2				Y	1 X 4 INCH	1
		NIBCO	BALL	MANUAL	2 X 2 INCH	2				Y	1 X 1.5 INCH	1
		?	BALL	MANUAL	1 X 2 INCH	1						
		NEXUS	BALL	MANUAL	2 X 1.5 INCH	2						
MEB												
	3227	?	GATE	MANUAL	2 X 4 INCH	2				Y	1 X 2 INCH	1
		?	BALL	MANUAL	2 X 2 INCH	2				Y	1 X 4 INCH	1
		NEXUS	BALL	MANUAL	1 X 1.5 INCH	1						
		APOLLO	BALL	MANUAL	4 X 1.5 INCH	4						
MEB												
	3201	NIBCO	BALL	MANUAL	4 X 1.5 INCH	4				Y	1 X 2 INCH	1
		?	GATE	MANUAL	2 X 4 INCH	2				Y	1 X 4 INCH	1
		NEXUS	BALL	MANUAL	2 X 1 INCH	2						
MEB												
	3103	NIBCO	BALL	MANUAL	2 X 1.5 INCH	2				Y	1 X 2.5 INCH	1

		APOLLO	BALL	MANUAL	2 X 2.5 INCH	2						
MEB												
	2200	NIBCO	BALL	MANUAL	4 X 1.5 INCH	4			Y	1 X 4 INCH	1	
		NEXUS	BALL	MANUAL	2 X 1 INCH	2			Y	1 X 1 INCH	1	
									Y	1 X 1.5 INCH	1	
MEB												
	2103	?	GATE	MANUAL	2 X 2 INCH	2			Y	1 X 1.5 INCH	1	
		?	GATE	MANUAL	4 X 4 INCH	4			Y	1 X 4 INCH	1	
		NEXUS	BALL	MANUAL	1 X 1.5 INCH	1						
		NIBCO	BALL	MANUAL	1 X 1.5 INCH	1						
MEB												
	2217	NIBCO	BALL	MANUAL	2 X 1.5 INCH	2			Y	1 X 1 INCH	1	
		?	BALL	MANUAL	2 X 2 INCH	2			Y	1 X 4 INCH	1	
MEB												
	2219	?	GATE	MANUAL	2 X 1 INCH	2			Y	1 X 1 INCH	1	
		?	GATE	MANUAL	2 X 4 INCH	2			Y	1 X 4 INCH	1	
		NIBCO	BALL	MANUAL	2 X 1.5 INCH	2						
		NEXUS	BALL	MANUAL	2 X 1.5 INCH	2						
MEB												
	1C		BUTTERFLY	MANUAL	2 X 2 INCH	2			Y	1 X 4 INCH	1	
			BUTTERFLY	MANUAL	2 X 4 INCH	2			Y	1 X 1.5 INCH	1	
			GATE	MANUAL	4 X 4 INCH	4						
			GATE	MANUAL	3 X 1 INCH	3						
			BALL	MANUAL	4 X 1 INCH	4						

[illegible]

[illegible]

[illegible]

BUILDING	ROOM NUMBER	Valve Manufacturer	Valve Type	Electronic or Manual	VALVE TYPE AND SIZE	VALVE TOTAL	Strainer Manufacturer	Strainer Type	SIZE STRAINERS/ NUMBER	TOTAL STRAINER RS
HDC										
	408	FNW	BUTTERFLY	MANUAL	2 X 6 INCH	2		Y	2 X 1 INCH	2
		FNW	BUTTERFLY	MANUAL	2 X 4 INCH	2		Y	1 X 2 INCH	2
		ULTRA PURE	BALL	MANUAL	2 X 1 INCH	2				
		NEXUS	BALL	MANUAL	2 X 2 INCH	2				
		ULTRA PURE	BALL	MANUAL	2 X 2 INCH	2				
HDC										
	453	NEXUS	BALL	MANUAL	2 X 1 INCH	2		Y	1 X 1 INCH	1
		ULTRA PURE	BALL	MANUAL	2 X 1.25 INCH	2		Y	1 X 1.25 INCH	1
		NEXUS	BALL	MANUAL	2 X 1 INCH	2		Y	2 X 1 INCH	2
		ULTRA PURE	BALL	MANUAL	2 X 1 INCH	2		Y	1 X 6 INCH	1
		NIBCO	BUTTERFLY	MANUAL	2 X 4 INCH	2				
		ULTRA PURE	BALL	MANUAL	2 X 2 INCH	2				
		NEXUS	BALL	MANUAL	2 X 2 INCH	2				
HDC										
	361	NEXUS	BALL	MANUAL	2 X 1 INCH	2		Y	1 X 1 INCH	1
		ULTRA PURE	BALL	MANUAL	2 X 1.25 INCH	2		Y	1 X 1.25 INCH	1
		NEXUS	BALL	MANUAL	2 X 1 INCH	2		Y	2 X 1 INCH	2
		ULTRA PURE	BALL	MANUAL	2 X 1 INCH	2		Y	1 X 1.25 INCH	1
		NIBCO	BUTTERFLY	MANUAL	2 X 4 INCH	2				
		ULTRA PURE	BALL	MANUAL	2 X 2 INCH	2				
		NEXUS	BALL	MANUAL	2 X 2 INCH	2				
HDC										
	305	FNW	BUTTERFLY	MANUAL	2 X 6 INCH	2		Y	2 X 1	2
		FNW	BUTTERFLY	MANUAL	2 X 4 INCH	2		Y	2 X 2	2
		ULTRA PURE	BALL	MANUAL	2 X 1 INCH	2				
		NEXUS	BALL	MANUAL	2 X 2 INCH	2				
		ULTRA PURE	BALL	MANUAL	2 X 2 INCH	2				

[illegible]

BUILDING	ROOM NUMBER	Valve Manufacturer	Valve Type	Electronic or Manual	VALVE TYPE AND SIZE	VALVE TOTAL	Strainer Manufacturer	Strainer Type	SIZE STRAINERS/ NUMBER	TOTAL STRAINE RS
SSMH										
	11TH FLR	NIBCO	BALL	MANUAL	24 X 1.25 INCH	24				
		NIBCO	BALL	MANUAL	24 X 1.5 INCH	24				
		NIBCO	BALL	MANUAL	12 X 1 INCH	12				
SSMH										
	1ST FLR PR	NIBCO	BUTTERFLY	MANUAL	2 X 4 INCH	2				
		RED WHITE	BALL	MANUAL	10 X 1.5 INCH	10				

BUILDING	ROOM NUMBER	Valve Manufacturer	Valve Type	Electronic or Manual	VALVE TYPE AND SIZE	VALVE TOTAL	Strainer Manufacturer	Strainer Type	SIZE STRAINERS/ NUMBER	TOTAL STRAINERS RS
1542										
1542										

No strainers or valves in this building

ATTACHMENT A: CERTIFICATION STATEMENT

OFFICIAL CONTACT. The State requires that the Provider designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number with area code: (____) _____

C. US Mail Address: _____

D. Telephone Number: _____

Provider certifies that the above information is true and grants permission to the State or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Provider certifies that:

- (1) The information contained in its response to this RFQ is accurate;
- (2) Provider warrants that, to the best of his/her/its knowledge and belief, there are no relevant facts which could give rise to organizational conflicts of interest or that the Provider has disclosed all potential or actual organizational conflicts of interest. The Provider agrees that if it becomes the Selected Provider and an organizational conflict of interest with respect to this contract is then discovered, an immediate and full disclosure in writing shall be made to the LSUHSC-NO which shall include a description of the action which the Provider has taken or will take to avoid or mitigate such conflicts. In the event that the successful Provider knowingly failed to disclose a conflict, LSUHSC-NO may immediately terminate the contract for default. Provider certifies that its personnel, who perform work under this contract, have been informed of their obligations to report personal and organizational conflicts of interest to the Provider. The term of this prohibition shall endure for the entire period of this contract and for two (2) years thereafter.
- (3) Provider complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the deliverables specified therein;
- (4) Provider accepts the procedures, contract terms and conditions, and all other administrative requirements set forth in this RFQ.
- (5) Provider's quote is valid for at least ninety (90) days from the date of Provider's signature below;
- (6) Provider understands that if selected as the successful Provider, he/she will have ten (10) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Provider's Authorized Representative

/ _____
DATE

ATTACHMENT B - INDEMNIFICATION AGREEMENT

The Selected Provider/Subservice provider agrees to protect, defend, indemnify, save, and hold harmless LSUHSC-NO, State of Louisiana, all State Departments, Boards, and Commissions, officers, agents, servants, and employees, including volunteers, from and against any and all claims, demands, expense, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of Selected Provider/Subservice provider, its agents, servants, and employees or any and all costs, expense, and/or attorney fees incurred by Selected Provider/Subservice provider, as a result of any claims, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of LSUHSC-NO, State of Louisiana, all State Departments, Boards, Commissions, its agents, representatives, and/or employees. Selected Provider/ Subservice provider agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if any such claim, demand, or suit is groundless, false, or fraudulent.

LSUHSC-NO shall not be responsible or held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment used by the Selected Provider or any of the Selected Provider's agents, servants, or employees, even if such equipment is furnished by LSUHSC-NO to the Selected Provider. The acceptance or use of any such equipment by the Selected Provider shall be construed to mean that the Selected Provider accepts full responsibility for, and agrees to indemnify and to defend LSUHSC-NO against any and all loss, liability, and claims for any injury or damage whatsoever resulting from the use, misuse, or failure of such equipment, whether such damage or injury is to an employee, agent, or servant, or the property of the Selected Provider, other service providers or subservice providers, LSUHSC-NO, or other persons.

Accepted by: Company _____
Name _____
Signature _____
Title _____
Date _____

Is Certificate of Insurance Attached? _____ Yes _____ No

ATTACHMENT C: EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

As required by U.S. Labor Department, Office of Federal Contract Compliance, Section 60-1.4.

During the performance of this contract, the successful bidder (service provider or vendor) agrees as follows:

- (1) The Service provider will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Service provider will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Service provider agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting offer setting forth the provision of this non-discrimination clause.
- (2) The Service provider will, in all solicitations or advertisements for employees placed by or on behalf of the Service provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The Service provider will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the Service provider's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (4) The Service provider will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The Service provider will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access of his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (6) In the event of the Service provider's noncompliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Service provider may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The Service provider will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subservice provider or vendor. The Service provider will take such action with respect to any subcontract or purchase order as the contracting agency may use direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Service provider becomes involved in, or is threatened with, litigation with the subservice provider or vendor as a result of such direction by the contracting agency, the Service provider may request the United States to enter into such litigation to protect the interests of the United States.

Assurance

The bidder (offeror or applicant) assures Board of Supervisors of Louisiana State University and Agricultural and Mechanical College that he does not and will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not and will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder (offeror or applicant) understands that the phrase "segregated facilities" includes facilities which are in fact segregated on a basis of race, color, creed, or national origin, because of habit, local custom, or otherwise. The bidder (offeror or applicant) understands and agrees that maintaining or providing segregated facilities for his employees or permitting his employees to perform their services at any locations, under his control, where segregated facilities are maintained is a violation of the equal opportunity clause required by Executive Order 11246 of September 24, 1965.

The bidder (offeror or applicant) further understands and agrees that a breach of the assurance herein contained subjects him to the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of Orders of the Secretary of Labor dated May 9, 1967, and the provisions of equal opportunity clause enumerated in contract between Board of Supervisors of Louisiana State University and Agricultural and Mechanical College and bidder (offeror or applicant).

Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. Section 1001.

Vendor

By:

Name and Title

(must be signed by an authorized Executive Official)

Date:

ATTACHMENT D: AFFIRMATIVE ACTION COMPLIANCE

(a) **REQUIREMENTS OF PROGRAMS.** In accordance with Section 60-1.4 of Chapter 60 of Title 41 of the Code of Federal Regulations, as amended, the Seller shall develop and shall require each of its lower-tier subservice providers hereunder who has 50 or more employees and a subcontract of \$50,000 or more to develop a written affirmative action compliance program for each of its establishments. A necessary prerequisite to the development of a satisfactory affirmative action program is the identification and analysis of problem areas inherent in minority employment and an evaluation of opportunities of utilization of minority group personnel. The Seller's and each of its nonexempt lower-tier subservice provider's programs shall provide in detail for specific steps to guarantee equal employment opportunity keyed to the problems and needs of members of minority groups, including, when there are deficiencies, the development of specific goals and timetables for the prompt achievement of full and equal employment opportunity. The Seller and each of its nonexempt lower-tier subservice providers shall include in his affirmative action compliance program a table of job classifications. This table should include but not be limited to job titles, principal duties (and auxiliary duties if any), rates of pay, and where more than one rate of pay applies (because of length of time in job or other factors), the applicable rates. The affirmative action compliance program shall be signed by an executive official of the Seller or lower-tier subservice provider as the case may be.

(b) **UTILIZATION EVALUATION.** The evaluation of utilization of minority group personnel shall include the following:

- (1) An analysis of minority group representation in all job categories.
- (2) An analysis of hiring practices for the past year, including recruitment sources and testing, to determine whether equal employment opportunity is being afforded in all job categories.
- (3) An analysis of upgrading, transfer and promotion for the past year to determine whether equal employment opportunity is being afforded.

(c) **MAINTENANCE OF PROGRAMS.** Within 120 days from the commencement of the applicable purchase order of the lower-tier subcontract hereunder, the Seller and each nonexempt lower-tier subcontract hereunder shall maintain a copy of separate affirmative action compliance programs for each establishment, including evaluations of utilization of minority group personnel and the job classification tables, at each local office responsible for the personnel matters of such establishment. An affirmative action compliance program shall be part of the manpower and training plans for each new establishment and shall be developed and made available prior to the staffing of such establishment. A report of the results of such program shall be compiled annually and the program shall be updated at that time. This information shall be made available to representative of the agency or director upon request and the Seller's and each nonexempt lower-tier subservice provider's affirmative action program and the results it produces shall be evaluated as part of compliance review activities.

VENDOR:

BY:

(Must be signed by authorized executive official)

TITLE:

DATE:

ATTACHMENT E – INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS FOR SERVICE PROVIDERS

Service provider shall procure 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 Service provider, his agents, representatives, employees, or subservice providers.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001). **“Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability, code 1 “any auto” and endorsement CA 0025.
3. Workers’ Compensation Insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Service provider shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Worker’s Compensation limits as required by the Labor Code of the State of Louisiana and Statutory Employers Liability limits. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retention's must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the University, its officers, officials, employees and volunteers; or the Service provider shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

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

1. General Liability and Automobile Liability Coverage

- a. The University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Service provider; products and completed operations of the Service provider, premises owned, occupied, or used by the Service provider. The coverage shall contain no special limitations on the scope of protection afforded to the University, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the University.
- b. The Service provider's Insurance coverage shall be primary insurance as respects the University, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the University, its officers, officials, employees or volunteers shall be excess of the Service provider's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University, its officers, officials, employees, Boards and Commissions, or volunteers.
- d. The Service provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University, its officers, officials, employees and volunteers for losses arising from work performed by the Service provider for the University.

3. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the University.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. Best's rating of no less than A-:VI. This requirement will be waived for workers' compensation coverage only for those service providers whose workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Compensation Assigned Risk Pool.

F. VERIFICATION OF COVERAGE

Service provider shall furnish the University with certificates of insurance effecting coverage required. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. The University reserves the right to require complete, certified copies of all required insurance policies, at any time.

ATTACHMENT F – Request For Supplier Diversity Certifications

Louisiana State University is committed to fostering innovation and entrepreneurship through the use of diverse suppliers and the goal of the diversity initiative is to identify, align, strengthen and connect with diverse suppliers.

If your company holds a small business and or supplier diversity certification(s) please email them to me for inclusion in our supplier database. Examples are listed below.

AbilityOne: formerly Javits-Wagner-O'Day or JWOD

Creates jobs and training opportunities for people who are blind or who have other severe disabilities. Javits-Wagner-O'Day Act of 1971, 41 U.S.C. 46-48c, the AbilityOne Program is a mandatory source of supply for Federal employees

Disadvantaged Business Enterprise: DBE

The US Department of Transportation offers the certification for small socially and economically disadvantaged businesses.

Disabled Veteran Owned Small Business: DVOSB

Emerging Business Enterprise: EBE

Lesbian, Gay, Bisexual and Transgender-Owned Business: LGBTBE

Minority-Owned Business Enterprise: MBE

Certified by LA Minority Supplier Development Council; National Minority Supplier Development Council; other certification entities

Small Business Enterprise: SBE

Small Disadvantaged business: SDB

Certified by the Federal Small Business Association

Service- Connected Disabled Veteran-Owned Entrepreneurship: SDVB

Certified by the Louisiana Economic Development office

Small & Emerging Business Development program: SEBD

Certified by the Louisiana Economic Development office

Small Entrepreneurship/ Hudson Initiative: SE

Certified by the Louisiana Economic Development office

Veteran Owned Small Business: VOSB

Veteran Initiative/Veteran Owned Small Entrepreneurship : VSE

Certified by the Louisiana Economic Development office

Woman-Owned Business Enterprise: WBE

Certified by the Women's Business Enterprise National Council, Women's Business Enterprise Council South; other certification entities