

Public Works – as defined in R.S. 38.2211 (A)(3), includes any contract for the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. These contracts also include labor and materials.

Supplier Registration – The first step in doing business with LSU is to ensure that you are a registered supplier in LSU's Supplier database. A signed W-9 or W-8 form must be submitted with the application to complete the enrollment process to obtain an LSU Supplier ID. To register as a supplier go to https://lsu.edu/administration/ofa/procurement/supplier_registration.php.

In the supplier application, suppliers indicate their preferred payment method. LSU encourages the use of electronic payments through Paymode. After becoming an LSU Supplier, the supplier can register for Paymode at <https://www.paymode.com/lsu>

To update information on an existing supplier record, email the Supplier Help Desk at suppliers@lsu.edu
To change the selected payment method, email Accounts Payable & Travel at aptravel@lsu.edu

TITLE 38 CONSTRUCTION CONTRACT THRESHOLD REQUIREMENTS

Direct Appoint Projects

| Estimated Construction Costs | Purchase Order/Contract Requirements |
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ADDITIONAL INFORMATION

Bid Bond – all bids for public bid projects must be accompanied by a bid security in an amount of five percent (5%) of the base bid and all alternates.

The bid security shall be in the form of a certified check or cashier's check drawn on the bank insured by the Federal Deposit Insurance Corporation, or a Bid Bond written by a surety company licensed to do business in Louisiana and signed by the surety's agent or attorney-in-fact. The Bid Bond shall be written on the LSU Bid Bond Form, and the surety for the bond must meet the qualifications stated thereon. The Bid Bond shall include the legal name of the bidder be in favor of Louisiana State University and Agricultural and Mechanical College and shall be accompanied

