

REQUEST FOR PROPOSALBOARD OF SUPERVISORS OF
LOUISIANA STATE UNIVERSITY
AND AGRICULTURAL & MECHANICAL COLLEGE**LSU****BID DUE DATE AND TIME****07/14/2016****11:00 AM****CT****SOLICITATION 000014111**

VENDOR #

VENDOR NAME AND ADDRESS

RETURN BID TO

Pennington Biomedical Research Center

LOUISIANA STATE UNIV.

PROCUREMENT OFFICE

213 THOMAS BOYD HALL

Baton Rouge

LA 70803

BUYER

BUYER PHONE

ISSUE DATE 06/06/2016

TITLE: CUSTODIAL SERVICES - PENNINGTON BIOMEDICAL RESEARCH CENTER

This area left intentionally blank.

Request for Quote and Qualifications

Custodial Services



Reference Solicitation Number: 14111
Issue Date: 6/6/16
Proposals Due: 7/14/16 11:00 am CST

Return Proposals To:

**Louisiana State University
Procurement Services
Attention: Mark Barcia
213 Thomas Boyd Hall
Baton Rouge, LA 70803**

CONTENTS OF THE REQUEST FOR QUOTE AND QUALIFICATIONS:

1. Introduction
2. General Information for Vendors
3. Proposal Contents
4. Evaluation and Award
5. Attachments
 - Attachment I - Scope of Services
 - Attachment II - Building List
 - Attachment III - Certification and Assurances
 - Attachment IV - Sample Contract
 - Attachment V - Veteran/Hudson Initiative
 - Attachment VI - Building Diagrams

TABLE OF CONTENTS

1. Introduction	3
1.1 Purpose	3
1.2 Scope of Work	3
1.3 Minimum Qualifications	3
1.4 Period of Performance	3
2. General Information for Respondents	3
2.1 RFQQ Coordinator	3
2.2 Estimated Schedule of Procurement Activities	3
2.3 Pre-Bid Conference / Site Visit	4
2.4 Submission of Proposals	4
2.5 Proprietary Information/Public Disclosure	4
2.6 Revisions to the RFQQ	5
2.7 Acceptance Period	5
2.8 Responsiveness	5
2.9 Most Favorable Terms	5
2.10 Contract	5
2.11 No Obligation to Contract	5
2.12 Rejection of Proposals	5
2.13 Insurance Coverage	5
2.14 Veteran & Hudson Initiative	7
3. Proposal Contents	8
3.1 Letter of Submittal	8
3.2 Technical Proposal	8
3.3 Management Proposal	9
3.4 Cost Proposal	10
3.5 Veteran / Hudson Initiative	10
4. Evaluation and Contract Award	11
4.1 Clarification of Proposal	11
4.2 Evaluation and Scoring	11
4.3 Notice of Intent to Award	11
4.4 Debriefing of Unsuccessful Proposers	12
4.5 Protest Procedure	12
5. RFQQ Attachments	12
Attachment I Scope of Services	13
Attachment II Building List	27
Attachment III Certification and Assurances (Required Submittal)	28
Attachment IV Sample Contract	29
Attachment V Veteran/Hudson Initiative	33
Attachment VI Building Diagrams	36

1. INTRODUCTION

1.1 Purpose

This Request for Quote and Qualifications (hereinafter referred to as "RFQQ") is issued by the Louisiana State University and Agricultural & Mechanical College (hereinafter referred to as the "University" or "LSU") to provide Respondents with the information, requirements, and instructions necessary to prepare a comprehensive proposal for Custodial Services.

1.2 Scope of Work

The successful Proposer will provide a complete Custodial Services program for the University at Pennington Biomedical Research Center, as identified in Attachment I of this RFQQ. Locations are provided (see Attachment II for actual, physical locations).

1.3 Minimum Qualifications

The Contractor must have at least five (5) consecutive years' experience providing custodial services. Experience working with institutions of higher education and the public sector is preferred.

1.4 Period of Performance

The initial term of this agreement shall be for three (3) years. The term of this agreement may, if mutually agreed upon in writing, be extended by one (1) year increments for a total of two (2) additional years.

2. GENERAL INFORMATION FOR RESPONDENTS

2.1 RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact for the University for this Procurement. All communication between the respondent and the University upon receipt of this RFQQ shall be with the RFQQ Coordinator, as follows:

Name	Mark Barcia
Address	LSU Procurement 213 Thomas Boyd Hall
City, State, Zip Code	Baton Rouge, LA 70803
Phone Number	225-578- 2285
E-Mail Address	mbarci2@lsu.edu

Any other communication will be considered unofficial and non-binding on the University. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Respondent.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Quote and Qualifications	6/6/16
Mandatory Pre-Bid Conference/Site Visit	6/21/16
Last date for proposer inquiries regarding RFQQ	6/28/16
Issue responses to questions posted to LaPAC by	7/7/16
Proposals Due	7/14/16
Announce "Apparent Successful Proposer" and send notification via e-mail to unsuccessful proposers by	7/26/16
Estimated Project Start Date	8/15/16

LSU reserves the right to revise the above schedule.

2.3 PRE-BID CONFERENCE/SITE VISIT (MANDATORY)

A **Mandatory** pre-bid conference is scheduled for **Tuesday, June 21, 2016 at 10:00 a.m.** at the Pennington Biomedical Research Center (PBRC), CB Pennington JR East Conference Center, room # G1046.

Vendors wanting to submit a bid on this proposal **MUST** attend this meeting. The pre-bid conference will include an opportunity to review the space. Questions will not be answered as they must be submitted in writing to the RFQQ Coordinator.

2.4 SUBMISSION OF PROPOSALS

Proposers must provide seven (7) copies of the proposal to the RFQQ Coordinator at the address specified. Two (2) copies of the proposal must be hard copy and contain original signatures. These two copies will be retained for incorporation by reference in any contract resulting from this RFQQ. The remaining five (5) copies must be submitted on five (5) separate flash drives or CDs.

The proposal must be signed by those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority must be submitted.

To ensure that Bidder's proposals can be identified when they arrive at the University Purchasing Department, the outside lower left-hand corner of the envelope or box must state the following:

RFQQ #14111

Opening Date: 11:00 AM CST Thursday, July 14, 2016

Vendors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQQ Coordinator. The University assumes no responsibility for delays caused by any delivery service. Delays due to the methods used to transmit the proposal including delay occasioned by the internal mailing system of the campus will be the responsibility of the Respondent. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties of delivery.

Late proposals will not be accepted and will be automatically disqualified from further consideration.

The proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of the University and will not be returned.

2.5 Proprietary Information/Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the University.

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to any technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, Contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The University reserves the right to make any proposal, including proprietary information contained therein, available to LSU personnel, the Office of the Governor, or other state agencies or organizations for the sole purpose of assisting the University in its evaluation of the proposal and the approval of the awarded Contract.

The University shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

2.6 REVISIONS TO THE RFQQ

In the event it becomes necessary to revise any part of this RFQQ, revisions will be posted on LaPAC, LaPAC) website at <https://www.cfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. Notice of an addendum will be sent via e-mail to advise that the addendum is available for download. It is the responsibility of proposers to check for any addendums. LSU also reserves the right to cancel or to reissue the RFQQ in whole or in part, prior to execution of a contract.

2.7 ACCEPTANCE PERIOD

Proposals must provide 90 days for acceptance by the University from the due date for receipt of proposals.

2.8 RESPONSIVENESS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ.

The University also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.9 MOST FAVORABLE TERMS

The University reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the most favorable terms that the Respondent can propose. The University does reserve the right to contact a Respondent for clarification of its proposal during the evaluation process. In addition, if the Respondent is selected as the apparent successful Bidder, the University reserves the right to enter into contract negotiations with the apparent successful Bidder, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the Respondent's entire proposal. The Respondent must be prepared to accept this RFQQ for incorporation into a contract resulting from this RFQQ. It is also understood that the proposal will become part of the official procurement file.

2.10 CONTRACT

The apparent successful Bidder will be expected to enter into a contract that is substantially the same as the sample contract attached as Attachment IV. In no event is a Respondent to submit its own standard contract terms and conditions in response to this solicitation. The Respondent may submit exceptions as allowed in the Certifications and Assurances section, Attachment III to this solicitation. The University will review requested exceptions and accept or reject the same at its sole discretion.

2.11 NO OBLIGATION TO CONTRACT

This RFQQ does not obligate the State of Louisiana or the University to contract for services specified herein.

2.12 REJECTION OF PROPOSALS

The University reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQQ.

2.13 INSURANCE COVERAGE

Contractor 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 Contractors, agents, representatives, or employees. All insurances must also meet established and future state requirements issued by the State Board of Elementary and Secondary Education in accordance with LA R.S. 17:407.40.

Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of Louisiana. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee

Commercial General Liability (CGL)

Insurance Services Office Form CG 00 01 or equivalent covering CGL on an “occurrence” basis, including products and completed operations, property damage (including \$300,000 damages to rented premises), bodily injury (including \$10,000 Medical Expenses – Any One Person) and personal & advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate limit. This insurance coverage must not exclude coverage for sexual assault and/or sexual molestation with sub-limits not less than \$1,000,000 per occurrence.

Automobile Liability

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

Cyber Liability

Cyber Liability coverage including third party liability coverage for privacy breach and including coverage for notification and assistance as provided by Louisiana law with a minimum limit of \$1,000,000, if applicable.

Excess Insurance

Excess Umbrella insurance may be used to meet the minimum requirements for liability insurance.

If the Contractor maintains higher limits than the minimums shown above, the University requires and shall be entitled to coverage for the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the University.

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

Additional Insured Status

Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, the State of Louisiana and their employees, officers, directors, and volunteers are to be covered as additional insureds for both ongoing and completed operations on the Auto Liability and Commercial General Liability policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the contractors insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

Primary Coverage

For any claims related to this contract, the Contractor’s insurance coverage shall be primary insurance as respects to the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, the State of Louisiana and their employees, officers, directors, and volunteers (collectively “University”). Any insurance or self-insurance maintained by the University shall be excess of the Contractor’s insurance and shall not contribute with it.

Subcontractors

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

Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the University in accordance with policy provisions.

I. Waiver of Subrogation

Contractor hereby grants to the University a waiver of any right to subrogation which any insurer of said Contractor may acquire against the University by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the University has received a waiver of subrogation endorsement from the insurer.

II. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the University. The University may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-:VI, unless otherwise acceptable to the University.

Verification of Coverage

Contractor shall furnish the University with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the University before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The University reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

2.14 VETERAN-OWNED AND SERVICE-CONNECTED DISABLED VETERAN-OWNED SMALL ENTREPRENEURSHIPS (VETERAN INITIATIVE) AND LOUISIANA INITIATIVE) FOR SMALL ENTREPRENEURSHIPS (HUDSON INITIATIVE) PROGRAMS PARTICIPATION

Each Proposer shall address on Veterans/Hudson Initiative Verification Form (Attachment IV) how the firm will meet the following:

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified. Qualification requirements and online certification are available at <http://www.opportunitylouisiana.com/small-business/special-programs-for-small-business/veteran-initiative>.

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://legis.la.gov/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19: VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19: VIII. Chapters 11 and 13) may be viewed at <http://www.doa.la.gov/pages/osp/se/se.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at. Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE. The list (LED list) will be printed on the day the RFP opens. Only the businesses on that list will be used for evaluating and scoring the Section labeled Veteran Initiative/Hudson Initiative.

Failure to submit the form provided in ATTACHMENT V for Veteran/Hudson Verification Form will result in no points awarded.

3. PROPOSAL CONTENTS

The four major sections of the proposal are to be submitted in the order noted below:

1. Signed or Certified Letter of Submittal, including signed Certifications and Assurances (Attachment III to this RFQQ).
2. Technical Proposal. Submittals are to address the issues and concerns delineated in Section 1.2, in sufficient breadth and depth for the University to make an informed comparison among the applicants.
3. Management Proposal. Submittals are to contain information about the respondent and support staff who would work on the project, and include a list of all major University clients within the last five years for which the firm has provided similar services to those requested. Include the dates of the projects (begin/end), the results of the projects and the names, addresses and phone numbers of contacts for these projects.
4. Cost Proposal. The qualification packet must include fees, hourly rates for various incidental services, a fee schedule for related support services such as telephone, photocopying, etc. and reimbursable expenses, such as travel expenses.

Items in this section marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive; however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal and the attached Certifications and Assurances form (Attachment III to this RFQQ) must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Respondent:

1. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Louisiana Uniform Business Identification (UBI) number issued by the state of Louisiana Department of Revenue.
5. Location of the facility from which the Respondent would operate.
6. Identify any State employees or former State employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Respondent's organization. If following a review of this information, it is determined by the University that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

3.2 TECHNICAL PROPOSAL (SCORED/MANDATORY)

In the technical summary the respondent must provide *detailed* information regarding the company and services offered. The summary should include information regarding the financial status and current economic conditions of the company, general staffing and organization structure, experience providing custodial services.

The Proposed Approach must contain a comprehensive description of services including the following elements:

Project Approach – Include a complete description of the Respondent's proposed approach to providing custodial services. This section should convey that the Respondent understands the purpose and goal of the institution and the project as outlined in this RFQQ.

Work Plan – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFQQ. Include any required involvement of the University staff. The Respondent may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

Project Schedule – Include a project schedule indicating when the elements of the work will be completed.

3.3 MANAGEMENT PROPOSAL

A. Project Management (SCORED/MANDATORY)

1. **Project Team Structure/Internal Controls** - Provide a description of the proposed project team and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm for personnel involved in performance of this contract. Include who within the firm will have prime responsibility and final authority for the work.
2. **Staff Qualifications/Experience** – Identify staff who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel. Provide résumés for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. Any staff substitution must have the prior approval of the University.
3. **Financial Statements** – Provide copies of the proposer's financial statements for the past three (3) years which shall include the proposer's profit/loss for the past three (3) years.

B. Experience of the Respondent (SCORED/MANDATORY)

Indicate experience and qualifications of the Respondent for the performance of the contract. Summarize their experience in providing custodial services to educational institutions/facilities/clients.

C. References (SCORED/MANDATORY)

1. List names, addresses, telephone numbers and e-mail addresses of five (5) business references for which similar work has been accomplished, of which two (2) should be in the area of higher education, K-12 and/or government agency and briefly describe the type of service provided. The Respondent must grant permission to the University to contact the references. Do not include current University staff as references. References will be contacted for the top-scoring proposal(s) only.
2. Include a list of contracts the Respondent has had during the last five years that relate to the Respondent's ability to perform the services needed under this RFQQ. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and e-mail addresses.

D. Related Information (MANDATORY)

1. If the Respondent contracted with the State of Louisiana during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Respondent's staff was an employee of the State of Louisiana during the past 24 months, or is currently a Louisiana State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.

3. If the Respondent has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The University will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Respondent in the past five years, so indicate.

3.4 COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the Respondent whose proposal best meets the requirements of this RFQQ.

A. Identification of Costs (SCORED/MANDATORY)

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Respondent is to submit a fully detailed budget including staff costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Respondents are required to collect and pay Louisiana State sales tax, if applicable.

B. Computation

The score for the cost proposal will be computed by dividing the lowest cost bid received by the Respondent's total cost. Then the resultant number will be multiplied by the maximum possible points for the cost section.

3.5 VETERAN INITIATIVE / HUDSON INITIATIVE (SCORED, IF APPLICABLE)

Ten percent (10%) of the total evaluation points on this RFP are reserved for proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

Proposer Status and Reserved Points:

- Proposer is a certified small entrepreneurship. The full amount of the reserved points will be awarded to Proposer.
- Proposer is not a certified small entrepreneurship but has already actually engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be awarded to Proposer based on the following criteria:
 - the number of certified small entrepreneurships to be utilized
 - the experience and qualifications of the certified small entrepreneurship(s)
 - the anticipated earnings to accrue to the certified small entrepreneurship(s)
- Proposer is not a certified small entrepreneurship and has not actually engaged any certified small entrepreneurships to participate as subcontractors or distributors, but has made documented "good faith" efforts to subcontract with one or more certified small entrepreneurships. Points will be awarded to Proposer based on the documented quality and extent of Proposer's efforts. Acceptable documentation can include but is not necessarily limited to phone logs, fax transmittal logs, letters, and emails. The successful proposer must be able to provide written justification of the selection process if a certified SE was not selected.
 - If at any time LSU determines in its discretion that the awarded proposer did not in fact make a good faith effort, the contract award or existing contract may be terminated.

4.4 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days after the Notification of Unsuccessful Respondent letter is faxed/e-mailed to the Respondent.

4.5 PROTEST PROCEDURE

This procedure is available to Respondents who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Respondent is allowed three (3) business days to file a protest of the solicitation with the Assistant Vice President (AVP) of Procurement/Property Management. Protests may be submitted by facsimile, but must be followed by the original document.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or LSU policy.

Upon receipt of a protest, a protest review will be held by the University. The Assistant Vice President (AVP) of Procurement/Property Management or designee, or an employee delegated by the AVP who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest.

5. RFQQ ATTACHMENTS

- Attachment I Scope of Services
- Attachment II Building List
- Attachment III Certification and Assurances (Required Submittal)
- Attachment IV Sample Contract
- Attachment V Veteran/Hudson Initiative
- Attachment VI Building Diagrams

ATTACHMENT I: SCOPE OF SERVICES

I. Overview

The successful Proposer, designated as the "Contractor", is to provide for a complete Custodial Services program for the University, as identified by the specific buildings (see Attachment II of the RFQQ). The Contractor will serve as Custodial Contractor working with the University for the Identified Areas.

The Contractor shall provide all supervision, labor, materials, supplies, and equipment (except as otherwise provided) and shall plan, coordinate, schedule, and assure effective performance of all services described herein. The Contractor shall provide all janitorial and related services in accordance with the requirements of this REQQ.

Proposals are to be based on existing building dimensions and conditions as determined by actual site visit.

The University's primary oversight is to provide custodial services outline in this section.

II. General Conditions

- A. All Contractor's personnel shall work in a professional manner which will maintain the security and best interests of the University. The University reserves the right to require the Contractor to dismiss any employees deemed incompetent, careless, insubordinate, or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the University. The Contractor agrees that during the term of this Contract, he and his employees will conduct themselves in a careful and prudent manner and that he will not permit the University property placed at his disposal to be used for purposes other than those specified herein.
- B. The Contractor shall not allow any person under 18 years of age or any person that is not on the Contractor's payroll in the Facility at any time.
- C. The Contractor shall be directly responsible for any and all damages to the buildings or their contents caused by Contractor employees.
- D. The Contractor shall purchase all licenses necessary for the conduct of these operations and pay all applicable Local, State, and Federal taxes.

III. Contractor Responsibilities

- A. All wages and salaries and benefits, including regular pay and, to the extent applicable, vacation pay, sick pay, bereavement pay, and legal holiday pay for Contractor's employees working at the Facility.
- B. The cost of social security taxes, State and Federal unemployment insurance premiums, general liability and umbrella insurance premiums, and workers' compensation premiums, and, to the extent applicable, medical, life, and dental insurance premiums (if any), other applicable fringe benefits, related administrative costs, and payroll-based Federal, State, and local taxes payable on behalf of Contractor's employees working at Facility. Contractor shall indemnify and hold harmless the University from any claim for payment of such items relating to wages and/or salaries paid by Contractor under this Agreement.
- C. The cost of all janitorial supplies (including chemicals) and minor janitorial equipment, except toilet paper, paper towels, trash can liners (any size), sanitary napkin disposal bags, C-folds, Enmotion paper rolls, hand soap, or dish soap.
- D. The cost of a personal computer and printer for Contractor's office at the University's Facility.

- E. The cost of uniforms for Contractor's employees. Said uniforms shall identify the company name. The uniform shirt shall clearly display the employee's name or alternately, the employee may wear an identification badge. All uniforms shall be neat and clean with the shirt worn tucked inside the trousers at all times. All service employees of the Contractor shall be attired in uniform and have prominently displayed name tags and identification.
- F. The cost of manuals, forms, training aids, office supplies, and long-distance calls needed in performing the Services.
- G. The cost of Contractor's supporting operations management, human resources, accounting, legal, training, and development and general administrative functions.
- H. The cost of purchasing and/or leasing supplementary janitorial equipment.
- I. The cost of maintaining and repairing janitorial equipment needed to perform the Services, including janitorial equipment provided by the University, if applicable, by lease or purchase, subsequent to the commencement of this Agreement.
- J. The cost of any pre-employment testing for Contractor employees as required by University policies and procedures in effect as of the date of this Agreement and applicable law.
- K. All occupational training, including safety training, required for Contractor staff including instructional costs, training materials (videos, props, paperwork, etc.) and records management.

IV. University Responsibilities

- A. Electrical service and water, as is reasonable and available to the University, shall be provided to the Contractor by the University. Electrical service shall be provided to the Custodial Equipment by the University. Although the University bears the cost of providing the utilities, the Contractor bears the risk of testing each circuit, and all risk associated with improperly connecting circuit(s) to its Custodial Equipment. The University shall not guarantee an uninterrupted supply of water, electricity, air conditioning, or heat, except that it shall be diligent in restoring service following any interruption. The University shall not be liable for failures of any such utility services.
- B. The cost of providing office space with telephone and internet connection and storage space sufficient to provide the services contained herein. Contractor shall be responsible for additional telephone installation costs, local as well as long distance service, telephone repair, telephone line maintenance, and all associated costs.

V. Sustainability

At minimum, the following shall be applied to all applicable services:

A. **Other contract requirements:**

1. ENERGY

Conservation is a planned and organized approach designed to conserve energy in our buildings and reduce our dependency on non-renewable sources of energy. Contractor shall ensure that work under this contract is performed in a manner that conserves energy and other University resources. Contractor shall take the necessary steps through training, communication, and implementing appropriate procedures in their use of energy consuming equipment. This will ensure that their employees are assisting the University in conserving energy.

The Contractor shall ensure that their employees support the University's efforts to reduce energy use.

The Contractor shall turn off lights in unoccupied areas where possible, once the area is cleaned. The Contractor shall close window blinds when practical, especially in the summer time, over long weekends, and extended closures of the building.

The Contractor shall use their equipment in an efficient manner by turning it off during times it is not in use. When replacing existing equipment, Contractor shall strive to acquire replacement equipment in the top 25% of efficiency as per the Energy Star guidelines (energystar.gov). The Contractor shall never turn off or unplug University equipment in the space they are cleaning without prior written approval by the University.

VI. Tasks and Services and Deliverables:

- A. Contractor shall provide a management team to ensure the custodial services duties are complete and through. The management team shall consist of two (2) non-working custodial supervisors. The supervisors shall be present at all times when other Contractor's personnel are working at the University. Contractor shall determine the working days and hours of all Supervisory personnel in order to provide adequate coverage and Supervisory oversight to accomplish the service and performance Specifications contained herein. Contractor shall also provide, at minimum, one (1) Custodial Manager who should possess extensive experience in Higher Education housekeeping.
- B. The Contractor shall provide, train, manage, and direct all Contractor's employees in the performance of the custodial services. The University shall have the right, upon written notice to Contractor, to require the replacement of any Contractor's employee employed at the Facility whose continued presence, in the opinion of the University, is not in the best interest of the University or its employees, provided such replacement shall not contravene any local, State, or Federal law. Contractor will take all measures required by law to assure all Contractor employees who provide the services shall comply with all applicable laws, ordinances, rules, and regulations in the performance of custodial services provided, including but not limited to, all applicable University policies and procedures, rules and regulations in effect at the time, all laws governing appropriate visa and work authorization, any and all applicable University policies regarding background information, pre-employment testing, Employee (staff) Drug Testing Policies, Environmental Health and Safety Policies, and any other requirements deemed appropriate by the University.
- C. The Contractor shall provide a sufficient amount of adequately trained staff to perform all required custodial services in a timely manner.

1. Minimum Standards

The Contractor shall provide staffing to meet or exceed the following "**minimum staffing standards**". These standards are "**minimum**" levels of staffing. The Contractor is responsible for using additional staff if necessary to accomplish the Contract requirements, and shall do so at no additional cost to the University.

The basic "full-time staff" is identified as 40-hours per week, excluding lunch time, travel time, etc., and it shall consist of a **minimum of 11 persons PLUS two (2) non-working supervisors**. In those instances where small areas are added to the Contract, the Contractor will be permitted to add less than half-time positions until more substantial occupancy is reached. However, the Contractor is responsible for making levels over and above the minimums described in order to comply with the Specifications.

2. Day Attendant

The day attendant's primary responsibilities shall be the repetitive cleaning of assigned areas, stocking and cleaning restrooms throughout the day, policing interiors and immediate exteriors areas around buildings, and cleaning up spills, spot cleaning floors, carpet, walls, and windows and other duties as directed by the University Representative. Day attendants are strictly on an "as needed" basis and the cost of services for them and Contract Labor IS NOT TO BE INCLUDED in the initial Contract prices. However, all Proposers are requested

to provide the hourly rate for adding the day attendant to the contract as indicated on the attached Worksheet.

Staff shall be properly trained in the latest custodial services practices and techniques to include, at a minimum, yearly training on 29CFR1910.1030 (Blood borne Pathogens Standard) and 29CFR1910.1200 (Hazardous Communications) for all applicable staff. Contractor shall provide proof of training for each employee and copies of training certificates that may be applicable. Contractor shall also provide a resume/biographical sketch for the employees and supervisors that will be responsible for the University account.

- D. Due to the diverse work force, faculty and students at the University, there are many vulnerable populations in the campus community. In an effort to ensure their safety, the Contractor shall perform a full background check for all employees assigned to the Pennington Biomedical Research Center Custodial Services account prior to that employee beginning work. The background check shall include a check of criminal, felony, and misdemeanor history. The Supplier must provide a letter certifying that both criminal history and sex offender registry checks have been conducted on all custodial workers providing service to the University. Said letter shall be provided within fifteen (15) days of contract award. The University has the right to review the background checks. As team members are added throughout contract period, an updated letter must be provided. An updated letter will be required every year, at contract extension, for all custodial workers, and any additional staff members that may be used. The criminal history check information must be maintained on file by the vendor, and LSU reserves the right to request copies of the criminal history checks at any time. The contractor shall be required to adhere to all University policies.
- E. The Contractor shall require employees to submit to standard drug and alcohol tests if there is a reasonable suspicion that the employee may be under the influence of drugs or alcohol. The University may request that the Contractor perform a standard drug and alcohol test on any of the Contractor's employees. Additionally the Contractor must perform a drug and alcohol test following any workplace incident / accident on University property within two (2) hours of the incident / accident. Anyone who tests positive for drugs and/or alcohol shall no longer be allowed to work at the University.
- F. The University reserves the right to require the Contractor to remove any employee from any or all buildings employed under the Contract when the University deems it to be in the University's best interest.
- G. The Contractor shall furnish a replacement employee who also shall meet all previously stated requirements in the event of sickness or absence of the regular worker and notify the University representative of that replacement.
- H. The Contractor shall ensure that employees shall not use common areas of any University facility for breaks, lunch, etc. Contractor shall be allowed to use the common restrooms in these facilities.
- I. The Contractor shall ensure that all employees adhere to the University's tobacco use policy, as follows: The Pennington Biomedical Research Center is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors, and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities, and university-owned vehicles. Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco.
- J. The Contractor shall provide additional services (non-repetitive in nature) similar to, but not included in, the custodial services outlined in this RFQQ from time to time as agreed to by the parties ("Additional Services").
- K. The Contractor shall provide a complete list of all chemicals and materials that will be used to perform custodial services at the University. The list should include type, brand, manufacturer, and anticipated quantity. Contractor shall provide material safety data sheets (MSDS) for all

chemicals to be used at the University. The University shall have the right to reject the use of any chemical or material and to require a comparably priced substitution.

- L. All work performed by the Contractor shall be performed in accordance with all applicable laws, rules, regulations, etc. Any needed permits, licenses, etc. are the responsibility of the Contractor.
- M. The Contractor shall provide all needed equipment to perform all custodial services. The equipment provided shall be maintained in optimum condition at all times. Backup equipment shall be available in the event the normally assigned equipment needs to be serviced. The Contractor shall be responsible for storage of any equipment. The University will provide a limited amount of space for storage in campus buildings. Custodial supplies shall not be stored in any other rooms besides janitor closets in the buildings, included but not limited to the mechanical and electrical rooms.
- N. The Contractor shall be responsible for the overall safety of the workplace they are working in. It is the Contractor's responsibility to provide adequate safeguards, barriers, warning signage, etc. necessary to notify University employees, students, visitors, and others of any potential dangers present in the areas that the Contractor is working.

O. Schedule of Services

- 1. Hours of Service – The Contractor shall typically perform the majority of its custodial services during the evening and night shifts, between the hours of 6:30 pm and 3:00 am. Day attendant and policing services will be performed during the University's normal business hours. This schedule is subject to change according to the University's needs and mutual agreement between the parties; however, the parties will provide each other with at least one week's notice prior to making any recommended changes to the service schedule.
- 2. Extended Hours – Contractor shall provide adequate personnel beyond the normal business hours to accommodate Pennington's needs at certain times of the year. The times may vary but typically involve the stripping and waxing of floors during Christmas Break, and for cleaning of events. The Pennington Facilities Management Department will provide the Contractor with an anticipated schedule for these extended hours.
- 3. Emergency Call Out – Contractor shall provide full contact information for the supervisor assigned to the Pennington account. The supervisor shall be available and able to be reached by phone at all times. If for some reason this supervisor will not be able to be reached then another employee shall be designated and their contact information provided. Contractor shall respond on site to any emergency call out within (1-1/2) hours of receiving the telephone call.

P. Holidays

- 1. Generally, the University recognizes the following holidays that fall during the contract term and the Contractor shall not be responsible for having any personnel in the facility on these holidays:
 - a) New Years' Eve
 - b) New Year's Day
 - c) Martin Luther King Day
 - d) Mardi Gras Day
 - e) Good Friday
 - f) Independence Day
 - g) Labor Day
 - h) Thanksgiving Day and day after
 - i) Christmas Day
- 2. The University's official holiday schedule will be provided to the Contractor on or around July 1st of each contract year. Contractor shall be responsible for responding to scheduled service on the holidays listed above. Contractor shall seek, in writing, advance written approval from

the University Representative regarding the recognition of any other holidays for its employees not recognized by the University. Contractor may request additional days off for service performed during scheduled Holidays.

Q. Security

1. The Contractor shall not disturb papers on desks, open drawers, cabinets or lockers, use telephones, radios, computers, or office equipment, or tamper with personal property.
2. The Contractor shall insure all interior doors shall be closed, checked, and locked (unless otherwise requested) before leaving the building each evening. Should Contractor employees leave doors open/unlocked, Contractor shall be responsible for expenses incurred by the University to secure the doors and for anything stolen or damaged.
3. The Contractor shall report, in writing, within four (4) hours, to the University anything out of the ordinary, such as stopped toilets, stopped drains, broken fixtures, lights out of order, etc. Contractor shall report, in writing, within one (1) hours, to the University, anything out of the ordinary which may cause damage to the University facilities such as overflowing toilets, electrical problems, water intrusion, unlocked doors, etc. Additionally Contractor shall verbally report all of the above items to University Facilities Management immediately upon discovery of anything out of the ordinary.
4. The Contractor, its agents, and employees shall have the right to use only those facilities of the University that are necessary to perform services under the contract and shall have no right of access to any other facility of the University.
5. The University shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies, and other personal property of the Contractor, its employees, or agents, which may be brought or stored on the University campus.

R. Service Requirements

1. General Cleaning Guidelines

In addition to industry standards, contractor shall adhere to the following:

- a) Do not re-use dirty water for any function.
 - b) All areas swept, dust mopped, damp mopped, or vacuumed shall be left clean and free of noticeable dust and debris.
 - c) Waste receptacles shall be cleaned, sanitized, and rinsed thoroughly.
 - d) Appropriate safety signage shall be in place while mopping, waxing, stripping floors, or during wet weather.
 - e) Stripping and waxing shall be accomplished at night and on weekends or holidays.
 - f) No wax is to be poured down drains.
2. The Contractor shall perform custodial services to clean ALL AREAS OF THE FACILITIES IDENTIFIED AS GROUP A (ATTACHMENT II – BUILDING LIST) (MONDAY, WEDNESDAY, AND FRIDAY GROUP) three (3) days a week, Monday through Friday.

A. Daily Service Requirements

1. Empty and wipe clean all wastebaskets.
QUALITY CONTROL STANDARD: Free of stains and stained litters.
2. Empty all pencil sharpeners.

QUALITY CONTROL STANDARD: No shavings present.

3. Sweep and/or dust mop and damp mop all non-carpeted floor surfaces.

QUALITY CONTROL STANDARD: Corners shall be dirt, cobweb, and lint free. Door jams and baseboards free of dirt and mop stain build-up. All debris, paper, lint, dust, and dirt removed.

4. Vacuum clean all carpeted areas.

QUALITY CONTROL STANDARD: All debris, paper, lint balls, dirt, and gum removed from carpet, including in and around furniture edges (desks, tables and chairs), and equipment.

5. Wipe clean writing surfaces and trays.

QUALITY CONTROL STANDARD: Writing surfaces shall be wiped clean with Finney or equal erasers, using sponge side and completing with the leather side. Trays shall be wiped clean and free from dust build-up.

6. Wipe clean all entrance door glass, interior and exterior, and window panels immediately adjacent. Frame and ledges wiped clean. Remove any tape from windows every Friday. QUALITY CONTROL STANDARD: Glass shall be clean and free of water spots, streaks, and dust.

7. Clean and polish all drinking fountains.

QUALITY CONTROL STANDARD: Free of water stains and alkaline deposits. Polish and dry using proper cleaners.

8. Clean sand urns, at exterior immediately adjacent to entrance doors.

QUALITY CONTROL STANDARD: Clean (sift) until no paper, debris or cigarette butts are present.

9. Clean interior stairways.

QUALITY CONTROL STANDARD: Stairways shall be free of lint, dust, paper, debris, stains, and cobwebs.

10. Broom or power sweep immediate entrance exterior areas in front of doorways.

QUALITY CONTROL STANDARD: Shall be free of lint, paper, debris, and stains.

11. Dust all high walls and ceilings, counters, excluding laboratory tops, file cabinets, desk tops, and telephones. Laboratory casework is to be cleaned from the TOP down; laboratory tops are excluded from this contract. Also clean exterior surface of all laboratory refrigerators and freezers.

QUALITY CONTROL STANDARD: Free of dust, dirt, lint, cobwebs, hand prints and stains.

12. Properly arrange office, staff dining and lab furniture.

QUALITY CONTROL STANDARD: Chairs and stools shall be placed under tables, desks, or lab stations.

13. Restrooms, locker rooms, showers: Sweep and wet-mop restroom floors with cleaner and disinfectant, rinse.

QUALITY CONTROL STANDARD: Free of dirt (especially in corners), stains, paper, cobwebs, water, mop stains and debris. Baseboards and panel bases clean of dirt build-up and stains. Drains free of debris and hair.

14. Toilets/Urinals: Wash, clean, sanitize, and disinfect all toilets, urinals and toilet seats.

QUALITY CONTROL STANDARD: Toilets and urinals free of water build-up and stains, dust, dirt and spots. Flush valves clean and polished. Toilet seats up for use, free of spots and stains.

15. Spot wash restroom walls, shower rooms, partitions and doors.
QUALITY CONTROL STANDARD: Walls free of writing, dust and stains. Shower room walls free of water build-up, body oils and dirt; partitions and doors shall be free of stains, writing and dust. Ceilings, walls, and corners shall be free of cobwebs.
16. Clean restroom and locker/shower room fixtures and chrome.
QUALITY CONTROL STANDARD: All fixtures, faucets, pipe (under sink) shall be clean and free of water build-up, body oils and dirt; partitions and doors shall be free of stains, writing and dust. Ceilings, walls, and corners shall be free of cobwebs.
17. Clean restroom mirrors.
QUALITY CONTROL STANDARD: Mirrors shall be clean and free of water spots, streaks, and dust. No dust on ledges.
18. Clean and fill all restroom dispensers.
QUALITY CONTROL STANDARD: Dispensers shall be stocked daily and maintained at adequate level (liquid, powder soap and paper products, including feminine products). Dispensers shall be clean and dust free.
19. Damp mop spillage from all non-carpeted floor surfaces including food service and preparation rooms, vending area, and dining area.
QUALITY CONTROL STANDARD: No visible debris, paper, spills, stains, gum, dirt, mop stains, food particles on lint on floor, base, corners, walls, door frames, baseboards, furniture and all other surfaces should be free of water marks and splashing from cleaning solutions or wax.
20. Clean and sanitize vending area, including interior and exterior of microwave oven(s) and refrigerator(s), scrub sink and disk rack, wipe counter surface clean, empty garbage can(s), and replace paper towels as required. Wipe clean all table and chair surfaces and bases in Staff Lounge area. Deodorize as necessary.
QUALITY CONTROL STANDARD: No visible spills, stains, water marks, food particles, hand prints, grease, dirt or offensive odors.
21. Spot clean carpets, Shampoo or bonnet clean, as required to remove spots, spills and traffic dirt. Alternative carpet cleaning methods may be used if satisfactorily demonstrated and approved by the Director of Facilities management
QUALITY CONTROL STANDARD: Free from spills, stains, traffic dirt, rain (when applicable), paper, etc. Maintain a reasonable, normal cleanliness.
22. Keep custodial closets neat and orderly.
QUALITY CONTROL STANDARD: Clean, stocked, floor clean of stains and dirt; equipment clean and orderly.
23. Report burned-out lights to the Facilities Management representative.
24. Leave only designated lights on.
25. Turn in lost items to Security.
26. Check and maintain building security during and upon completion of work, locking all doors that are to be locked.
27. When electrical service to a receptacle is interrupted due to overload by floor maintenance equipment, the problem receptacle shall be reported immediately to security.
28. Empty and break down all cardboard boxes, placing them in the cardboard recycle dumpster located near building "F".

- A. Weekly Service Requirements (to be completed by Monday of each week).
Dust mop, damp mop, and machine buff all vinyl and terrazzo floors.

- B. Monthly Service Requirements (To Be Completed by the First Tuesday of Every Month)
 - 1. Clean all door glass and glass immediately adjacent to doors at Administration Building, existing Lab Building entrances, new Basic Sciences Building, and the Clinic Building, and clean glass partitions at Secretarial Areas on first and second floors of the Administration Building and all floors of the new Basic Sciences Building.
 - 2. Wipe clean all exterior metal surfaces, vision panels, and Plexiglas control panel covers for each of the eleven (11) Environmental Rooms in the existing Lab Building and for each of the four (4) Environmental Rooms in the new Basic Sciences Building.
 - 3. Wipe clean all ceiling mounted and wall mounted HVAC supply and return air grilles. Also clean adjacent ceiling tile and wall areas as necessary to provide dust and soil free area around grilles.

- C. Quarterly Service Requirements
 - 1. Polish all desks and furniture.
 - 2. Clean all synthetic furniture covers.
 - 3. Clean all interior blinds and glass handrails throughout the facility.
 - 4. Perform all functions specified under Section 13.A "Daily Service Requirements" once each quarter in all unoccupied areas. Laboratory counter tops in unoccupied areas only are to be dusted along with casework and fume hoods.
 - 5. Clean glass balconies on 2nd and 4th floor terraces on new Basic Sciences Building.

- D. Semi-Annual Service Requirements
 - 1. Shampoo all carpeted areas, offices, hallways, trailers, etc.
 - 2. Extract or bonnet clean all hallway carpets and lobbies.
 - 3. Clean interior of all remaining windows and window walls in occupied areas identified on attached floor plans.

- E. Annual Service Requirements
 - 1. Clean all overhead light fixtures.
 - 2. Strip, rewax, and buff all vinyl tile, soft flooring, terrazzo, ceramic tile and brick paver floors, to include vinyl base (remove stripper and clean base before applying new wax to floors).
 - 3. Extract clean all carpeted areas (to be accomplished by use of extraction method).
 - 4. Shampoo extract all carpeted areas (during Christmas break).
 - 5. Low-pressure wash all exterior windows, glass and frames; including only the 1st floor perimeter exterior windows on the new Basic Sciences Building, and clean interior glass in all unoccupied areas.
 - 6. Thoroughly clean all interior glass windows, doors, curtain wall, etc. including tall glass window wall in Administration Building lobby along with all glass balconies, walkways, and stairwells in new Basic Sciences Building (large Atrium area glass excluded except around doors and walkways to existing Lab Building).

F. Utility Work, Floor Maintenance, Frequency Schedule for Vinyl, Vinyl Asbestos Other Soft Flooring, Carpet, Ceramic Floor and Terrazzo.

1. The Contractor's floor maintenance calendar schedule, once approved, will be used and adhered to with no changes from the schedule unless approved by the Pennington representative.

2. Floor Procedure: Sweep, dust mop, remove residue from floor. Wet mop with proper cleaners. Hi-speed or scrub as required to remove black marks, let dry, clean vinyl base, and apply proper coating as per manufacturer's instructions.

QUALITY CONTROL STANDARD: Glossy shine with no powdering or streaked appearance. Walls, doors, frames and furniture should be free of residue.

3. Carpet Procedure: Vacuum thoroughly, spot stains with approved chemicals. Bonnet clean (method) carpets or use extraction method to remove stains or dirt build-up. Alternative cleaning methods may be used if specifically approved by the Director of Facilities Management.

QUALITY CONTROL STANDARD: No streaking, no light or dark shaded areas, no staining. Furniture and walls should be free of spills.

4. Ceramic Tile Floors: Sweep, machine scrub floor using proper cleaners, hand scrub under and around partition panels, under toilets, corners, doorways, and door jams. Rinse, damp mop floor and walls. Apply sealer to restroom floor only.

QUALITY CONTROL STANDARD: Free of soap cleaner residue. Corners free of machine marks, no dirt build-up visible in base, partition panels, doors, door jams.

5. Building Detail Work Procedure:

- a. Dust desks, chairs, tables and other office furniture and laboratory casework cabinets, including chair rungs and bases, and glass tops.
- b. Dust all ledges, flat surfaces within reach. Remove all cobwebs from corners, walls and ceilings.
- c. Remove fingerprints and smudges from doors and walls.
- d. Clean door fascia plates and thresholds.
- e. Vacuum under cushions of upholstered furniture.
- f. Dust or vacuum air return grills and registers in walls, doors and ceilings.
- g. Dust all window blinds and louvers.

3. The Contractor shall perform custodial services to clean ALL AREAS OF THE FACILITIES IDENTIFIED AS GROUP B (ATTACHMENT II – BUILDING LIST) (MONDAY – FRIDAY GROUP) five (5) days a week, Monday through Friday.

B. Daily Service Requirements

1. Empty and wipe clean all wastebaskets.

QUALITY CONTROL STANDARD: Free of stains and stained litters.

2. Empty all pencil sharpeners.

QUALITY CONTROL STANDARD: No shavings present.

3. Sweep and/or dust mop and damp mop all non-carpeted floor surfaces.

QUALITY CONTROL STANDARD: Corners shall be dirt, cobweb, and lint free. Door jams and baseboards free of dirt and mop stain build-up. All debris, paper, lint, dust, and dirt removed.

4. Vacuum clean all carpeted areas.

QUALITY CONTROL STANDARD: All debris, paper, lint balls, dirt, and gum removed from carpet, including in and around furniture edges (desks, tables and chairs), and equipment.

5. Wipe clean writing surfaces and trays.
QUALITY CONTROL STANDARD: Writing surfaces shall be wiped clean with Finney or equal erasers, using sponge side and completing with the leather side. Trays shall be wiped clean and free from dust build-up.
6. Wipe clean all entrance door glass, interior and exterior, and window panels immediately adjacent. Frame and ledges wiped clean. Remove any tape from windows every Friday. QUALITY CONTROL STANDARD: Glass shall be clean and free of water spots, streaks, and dust.
7. Clean and polish all drinking fountains.
QUALITY CONTROL STANDARD: Free of water stains and alkaline deposits. Polish and dry using proper cleaners.
8. Clean sand urns, at exterior immediately adjacent to entrance doors.
QUALITY CONTROL STANDARD: Clean (sift) until no paper, debris or cigarette butts are present.
9. Clean interior stairways.
QUALITY CONTROL STANDARD: Stairways shall be free of lint, dust, paper, debris, stains, and cobwebs.
10. Broom or power sweep immediate entrance exterior areas in front of doorways.
QUALITY CONTROL STANDARD: Shall be free of lint, paper, debris, and stains.
11. Dust all high walls and ceilings, counters, excluding laboratory tops, file cabinets, desk tops, and telephones. Laboratory casework is to be cleaned from the TOP down; laboratory tops are excluded from this contract. Also clean exterior surface of all laboratory refrigerators and freezers.
QUALITY CONTROL STANDARD: Free of dust, dirt, lint, cobwebs, hand prints and stains.
12. Properly arrange office, staff dining and lab furniture.
QUALITY CONTROL STANDARD: Chairs and stools shall be placed under tables, desks, or lab stations.
13. Restrooms, locker rooms, showers: Sweep and wet-mop restroom floors with cleaner and disinfectant, rinse.
QUALITY CONTROL STANDARD: Free of dirt (especially in corners), stains, paper, cobwebs, water, mop stains and debris. Baseboards and panel bases clean of dirt build-up and stains. Drains free of debris and hair.
14. Toilets/Urinals: Wash, clean, sanitize, and disinfect all toilets, urinals and toilet seats.
QUALITY CONTROL STANDARD: Toilets and urinals free of water build-up and stains, dust, dirt and spots. Flush valves clean and polished. Toilet seats up for use, free of spots and stains.
15. Spot wash restroom walls, shower rooms, partitions and doors.
QUALITY CONTROL STANDARD: Walls free of writing, dust and stains. Shower room walls free of water build-up, body oils and dirt. Partitions and doors shall be free of stains, writing and dust. Ceilings, walls, and corners shall be free of cobwebs.
16. Clean restroom and locker/shower room fixtures and chrome.
QUALITY CONTROL STANDARD: All fixtures, faucets, pipe (under sink) shall be clean and free of water build-up, body oils and dirt. Partitions and doors shall be free of stains, writing and dust. Ceilings, walls, and corners shall be free of cobwebs.
17. Clean restroom mirrors.
QUALITY CONTROL STANDARD: Mirrors shall be clean and free of water spots, streaks, and dust. No dust on ledges.

18. Clean and fill all restroom dispensers.
QUALITY CONTROL STANDARD: Dispensers shall be stocked daily and maintained at adequate level (liquid, powder soap and paper products, including feminine products). Dispensers shall be clean and dust free.

19. Damp mop spillage from all non-carpeted floor surfaces including food service and preparation rooms, vending area, and dining area.
QUALITY CONTROL STANDARD: No visible debris, paper, spills, stains, gum, dirt, mop stains, food particles on lint on floor, base, corners, walls, door frames, baseboards, furniture and all other surfaces should be free of water marks and splashing from cleaning solutions or wax.

20. Clean and sanitize vending area, including interior and exterior of microwave oven(s) and refrigerator(s), scrub sink and disk rack, wipe counter surface clean, empty garbage can(s), and replace paper towels as required. Wipe clean all table and chair surfaces and bases in Staff Lounge area. Deodorize as necessary.
QUALITY CONTROL STANDARD: No visible spills, stains, water marks, food particles, hand prints, grease, dirt or offensive odors.

21. Spot clean carpets, Shampoo or bonnet clean, as required to remove spots, spills and traffic dirt. Alternative carpet cleaning methods may be used if satisfactorily demonstrated and approved by the Director of Facilities management
QUALITY CONTROL STANDARD: Free from spills, stains, traffic dirt, rain (when applicable), paper, etc. Maintain a reasonable, normal cleanliness.

22. Keep custodial closets neat and orderly.
QUALITY CONTROL STANDARD: Clean, stocked, floor clean of stains and dirt; equipment clean and orderly.

23. Report burned-out lights to the Facilities Management representative.

24. Leave only designated lights on.

25. Turn in lost items to Security.

26. Check and maintain building security during and upon completion of work, locking all doors that are to be locked.

27. When electrical service to a receptacle is interrupted due to overload by floor maintenance equipment, the problem receptacle shall be reported immediately to security.

28. Empty and break down all cardboard boxes, placing them in the cardboard recycle dumpster located near building "F".

A. Weekly Service Requirements (to be completed by Monday of each week).
Dust mop, damp mop, and machine buff all vinyl and terrazzo floors.

B. Monthly Service Requirements (To Be Completed by the First Tuesday of Every Month)

1. Clean all door glass and glass immediately adjacent to doors at Administration Building, existing Lab Building entrances, new Basic Sciences Building, and the Clinic Building, and clean glass partitions at Secretarial Areas on first and second floors of the Administration Building and all floors of the new Basic Sciences Building.

2. Wipe clean all exterior metal surfaces, vision panels, and Plexiglas control panel covers for each of the eleven (11) Environmental Rooms in the existing Lab Building and for each of the four (4) Environmental Rooms in the new Basic Sciences Building.

3. Wipe clean all ceiling mounted and wall mounted HVAC supply and return air grilles. Also clean adjacent ceiling tile and wall areas as necessary to provide dust and soil free area around grilles.

C. Quarterly Service Requirements

1. Polish all desks and furniture.
2. Clean all synthetic furniture covers.
3. Clean all interior blinds and glass handrails throughout the facility.
4. Perform all functions specified under Section 13.A "Daily Service Requirements" once each quarter in all unoccupied areas. Laboratory counter tops in unoccupied areas only are to be dusted along with casework and fume hoods.
5. Clean glass balconies on 2nd and 4th floor terraces on new Basic Sciences Building.

D. Semi-Annual Service Requirements

1. Shampoo all carpeted areas, offices, hallways, trailers, etc.
2. Extract or bonnet clean all hallway carpets and lobbies.
3. Clean interior of all remaining windows and window walls in occupied areas identified on attached floor plans.

E. Annual Service Requirements

1. Clean all overhead light fixtures.
2. Strip, rewax, and buff all vinyl tile, soft flooring, terrazzo, ceramic tile and brick paver floors, to include vinyl base (remove stripper and clean base before applying new wax to floors).
3. Extract clean all carpeted areas (to be accomplished by use of extraction method).
4. Shampoo extract all carpeted areas (during Christmas break).
5. Low-pressure wash all exterior windows, glass and frames; including only the 1st floor perimeter exterior windows on the new Basic Sciences Building, and clean interior glass in all unoccupied areas.
6. Thoroughly clean all interior glass windows, doors, curtain wall, etc. including tall glass window wall in Administration Building lobby along with all glass balconies, walkways, and stairwells in new Basic Sciences Building (large Atrium area glass excluded except around doors and walkways to existing Lab Building).

F. Utility Work, Floor Maintenance, Frequency Schedule for Vinyl, Vinyl Asbestos Other Soft Flooring, Carpet, Ceramic Floor and Terrazzo.

1. The Contractor's floor maintenance calendar schedule, once approved, will be used and adhered to with no changes from the schedule unless approved by the Pennington representative.
2. Floor Procedure: Sweep, dust mop, remove residue from floor. Wet mop with proper cleaners. Hi-speed or scrub as required to remove black marks, let dry, clean vinyl base, and apply proper coating as per manufacturer's instructions.
QUALITY CONTROL STANDARD: Glossy shine with no powdering or streaked appearance. Walls, doors, frames and furniture should be free of residue.
3. Carpet Procedure: Vacuum thoroughly, spot stains with approved chemicals. Bonnet clean (method) carpets or use extraction method to remove stains or dirt build-up. Alternative cleaning methods may be used if specifically approved by the Director of Facilities Management.

QUALITY CONTROL STANDARD: No streaking, no light or dark shaded areas, no staining. Furniture and walls should be free of spills.

4. Ceramic Tile Floors: Sweep, machine scrub floor using proper cleaners, hand scrub under and around partition panels, under toilets, corners, doorways, and door jams. Rinse, damp mop floor and walls. Apply sealer to restroom floor only.

QUALITY CONTROL STANDARD: Free of soap cleaner residue. Corners free of machine marks, no dirt build-up visible in base, partition panels, doors, door jams.

5. Building Detail Work Procedure:

- a. Dust desks, chairs, tables and other office furniture and laboratory casework cabinets, including chair rungs and bases, and glass tops.
- b. Dust all ledges, flat surfaces within reach. Remove all cobwebs from corners, walls and ceilings.
- c. Remove fingerprints and smudges from doors and walls.
- d. Clean door fascia plates and thresholds.
- e. Vacuum under cushions of upholstered furniture.
- f. Dust or vacuum air return grills and registers in walls, doors and ceilings.
- g. Dust all window blinds and louvers.

ATTACHMENT II: BUILDING LIST

<u>Building</u>	<u>Gross Area (Sq. Ft.)</u>	<u>Area in Contract</u>
Administration	40,086	32,324
Laboratory	86,916	55,251
Outpatient	38,955	21,981
Comparative Biology	55,542	1,555
Maintenance	23,568	3,661
New Basic Sciences	189,600	144,675
Conference Center	80,796	36,256
Kiosk Bldg.	1,400	1,400
Health & Fitness	8,600	5,500
New Clinical Research	92,530	37,461
Imaging Center	31,700	7,539
Residence Center	17,500	2,659
Central Utilities Plant	18,200	1,299

The buildings and number of tampon/napkin receptacles in place are as follows:

<u>Building</u>	<u>Receptacles</u>
Administration	7
Laboratory	9
Outpatient	13
Animal Care	3
Central Stores	2
Basic Sciences	12
Conference Center	6
Health & Fitness	2
New Clinical Research	6
Imaging Center	0
Residence Center	1

MONDAY, WEDNESDAY, FRIDAY GROUP (3 days per week) – GROUP A

Building B (Administration), C (Laboratory), E (Comparative Biology), F (Maintenance/Receiving), G (CB Pennington Jr.), G-Annex (Education), H (Residence Center), K (Gazebo), L (Basic Science), 2nd & 4th Floor Building M (Clinical Research), N (Imaging Center), P (Central Utilities Plant).

MONDAY – FRIDAY GROUP (5 days per week) – GROUP B

Building D (Clinic), Building J (Health & Fitness), 1st Floor Building M (Clinical Research), M2007 (Clinical Research Participant Dining), Food Intake Rooms)-2nd Floor-Building M (Rooms M2041, M2042, M2043, M2045, M2046), and All restrooms/shower facilities.

ATTACHMENT III

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the University without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Louisiana whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the University will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the University, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the University the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Note: If submitted electronically, include the following:

On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements.

Signature of Proposer

Print Name

Title

Date

ATTACHMENT IV

SAMPLE CONTRACT

BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE, PARISH OF EAST BATON ROUGE

CONSULTING SERVICES CONTRACT

Be it known, that on this # day of Month 2016, the **Board of Supervisors of Louisiana State University and Agricultural and Mechanical College** (hereinafter sometimes referred to as the "University" or "LSU") and Contractor Name; Address; City, State Zip, (hereinafter sometimes referred to as "Contractor") do hereby enter into contract under the following terms and conditions.

WHEREAS, it is agreed that the services provided hereunder are procured under an agreement provided, in whole or in part, by the United States Government;

1. **SCOPE OF SERVICES:** Contractor hereby agrees to furnish the following services: See Appendix A, Scope of Services, attached hereto.

2. **PAYMENTS:** In consideration of the services described above, the University agrees to pay Contractor a maximum fee of \$TOTAL AMOUNT. Payment will be made on approval of (NAME OF PERSON APPROVING INVOICES). If progress and/or completion to the reasonable satisfaction of the University Department is obtained, payments are scheduled as follows: (PAYMENT SCHEDULE). One lump sum payment of \$ upon completion of services and receipt of approved invoice. Travel expenses will not be reimbursed to Contractor. **Invoices should be sent to the following address: Attn: (Name of person approving invoices), Louisiana State University, (Department Address), Baton Rouge, LA 70803 or sent via email to Accounts Payable at aptravel@lsu.edu.**

3. **TERMINATION FOR CAUSE:** The University 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 the University shall give the Contractor written notice specifying the Contractor's 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 the University may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of this contract; provided that the Contractor shall give the University written notice specifying the University's failure and a reasonable opportunity for the University to cure the defect.

4. **TERMINATION FOR CONVENIENCE:** The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

5. **OWNERSHIP:** All records, reports, documents and other material delivered or transmitted to Contractor by University shall remain the property of University, and shall be returned by Contractor to University, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of University, and shall, upon request, be returned by Contractor to University, at Contractor's expense, at termination or expiration of this contract.

6. **TAXES:** Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said Contractor's obligation.

7. **NONASSIGNABILITY:** No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the University. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the University.

8. **AUDIT OF RECORDS:** The State Legislative Auditor, federal auditors, and internal auditors of the state or others so entitled by the state or university shall have the right to inspect and audit all data and records of the contracting entity related to performance 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 shall maintain all books and records related to this agreement for the enumerated five (5) year period.

9. **DISCRIMINATION CLAUSE:** The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

10. **TERMINATION FOR NON-APPROPRIATION OF FUNDS:** The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

11. **INFORMATION SECURITY:** Contractor agrees to comply with all applicable laws, regulations, and University policies, including, but not limited to, PS-30 (Student Privacy Rights), PS-113 (Social Security Number Policy), PS-114 (Security of Computing Resources Policy) and the Louisiana Database Breach Notification Law [Act 499]. In addition, Contractor shall implement appropriate measures designed to ensure the confidentiality and security of *protected information*, protect against any anticipated hazards or threats to the integrity or security of such information, and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience. Contractor also agrees that security breaches, or incidents shall be reported immediately to the University.

"Protected information" shall be defined as data or information that has been designated as private, protected, or confidential by law or by the University. Protected information includes, but is not limited to, employment records, medical records, student records, education records, personal financial records (or other individually identifiable information), research data, trade secrets and classified government information. Protected information shall not include public records that by law must be made available to the general public. To the extent there is any uncertainty as to whether any data constitutes protected information, the data in question shall be treated as protected information until a determination is made by the University.

12. **ALTERATIONS:** Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this agreement, shall be allowed by University. It is the responsibility of the Contractor to advise the University in advance if contract funds or contract terms may be insufficient to complete contract objectives.

13. **CONTRACTOR INDEMNIFICATION:** Contractor hereto agrees to indemnify, defend and to hold LSU, its officers, directors, agents and employees (the "LSU Indemnified Parties") harmless from and against any and all losses, liabilities, demands, suits, judgments, claims, damages and costs, including reasonable attorney's fees, relating to personal injury or damage to real or personal tangible property (the "Claims") to the extent that such Claims arise out of or result from the willful act, fault, omission, or negligence of Contractor, or that of its officers, directors, agents or employees, in performing its obligations under this agreement, provided, however, that Contractor shall not be liable to LSU for any consequential damages, including without limitation lost profits or lost revenues, or Claims arising out of LSU's willful act, fault, omission or negligence or that of its officers, directors,

agents or employees.

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

15. UNIVERSITY CONTACT: The University shall appoint a Project Manager for this Contract who will provide oversight of the activities conducted hereunder. The Project Manager for this Contract is identified below. Notwithstanding the Contractor's responsibility for total management during the performance of this Contract, the assigned University Project Manager shall be the principal point of contact on behalf of the University and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

Project Manager:

Telephone: (225) 578-

Email address:

16. TERM OF CONTRACT: This Contract shall begin on **BEGINNING DATE**, and shall terminate on **ENDING DATE**.

17. JURISDICTION AND VENUE: The terms of this contract shall be interpreted under Louisiana law. Venue for any claims arising out of this contract is proper in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

18. ASSURANCES:

- A. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Pollution Control Act (33 U.S.C. 1251 et seq.), as amended. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Contractor agrees to report any violations of these provisions to University.
- B. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Contractor certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor shall disclose to University any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- C. Contractor certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Accepted for: **Board of Supervisors of Louisiana State University and Agricultural and Mechanical College**

Sally McKechnie
Assistant Vice President for Procurement & Property Management

Date
Accepted For: **CONTRACTOR**

By: _____
(Signature)
Print Name: _____
Title: _____

Date

ATTACHMENT V

Veterans/Hudson Initiative Verification Form

The following section must be completed in order for any of the possible evaluation points to be awarded. All supporting documentation (per instructions located in Sections 2.13 & 4.2) must be submitted with the proposal clearly labeled within this section. Failure to submit this form for verification of Veterans/Hudson certification will result in no points awarded.

1. Proposer is a certified small entrepreneurship. **YES** **NO**

If yes, provide Certificate Number and any supporting documentation:

Certification Number: _____

2. Proposer is not a certified small entrepreneurship but has already actually engaged one or more certified small entrepreneurship to participate as subcontractors or distributors. **YES** **NO**

If yes, then list the certified entrepreneurship below and provide clearly labeled supporting documentation:

a. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Amount of Subcontract: _____

b. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Amount of Subcontract: _____

c. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Amount of Subcontract: _____

d. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Amount of Subcontract: _____

e. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Amount of Subcontract: _____

3. Proposer made "good faith" efforts to subcontract with certified small entrepreneurs.

YES NO

If yes, then supporting documentation must be clearly labeled and attached.

a. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

b. Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

Company Name: _____

Address: _____

Phone Number: _____

Certification Number: _____

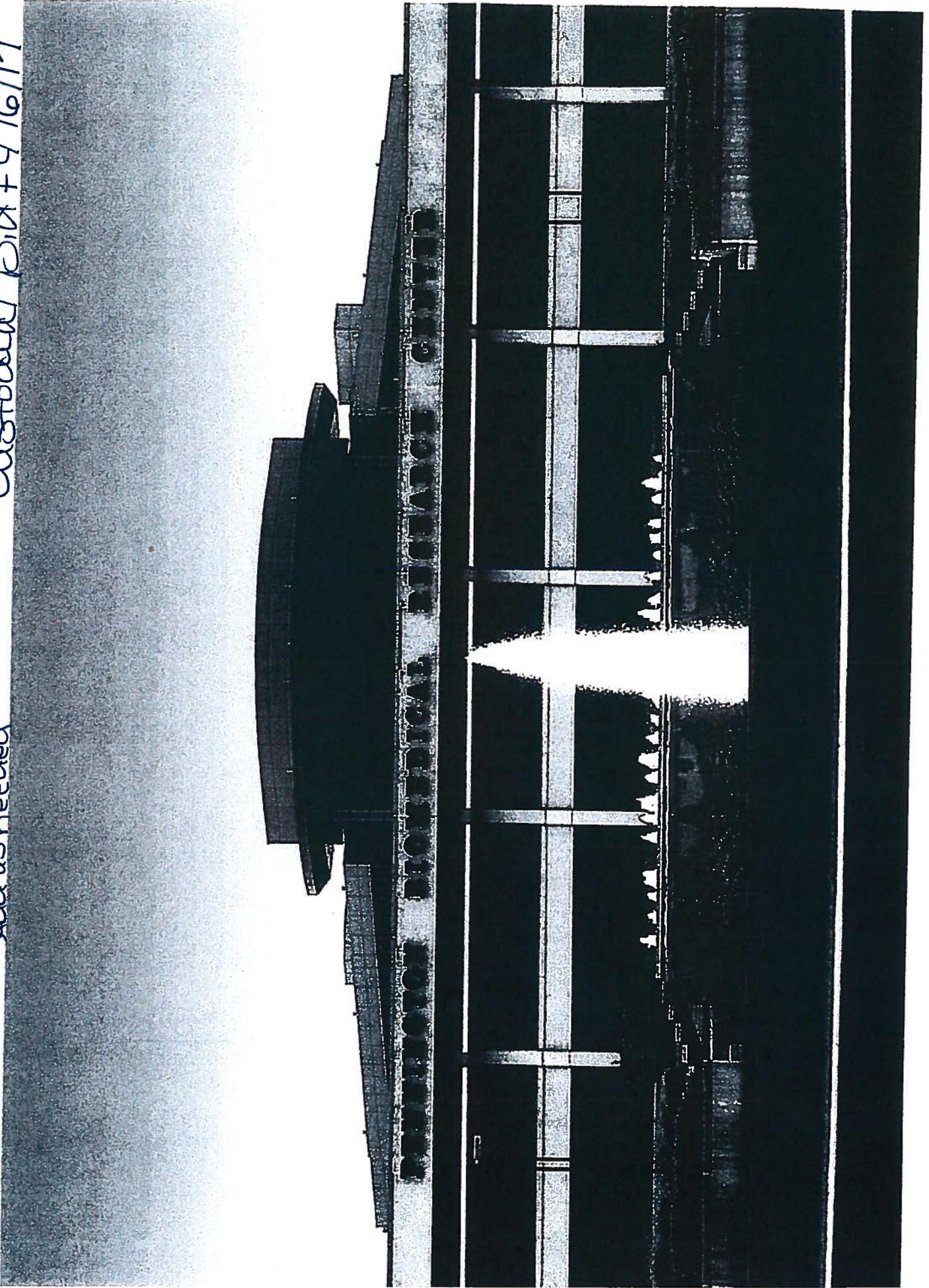
ATTACHMENT VI

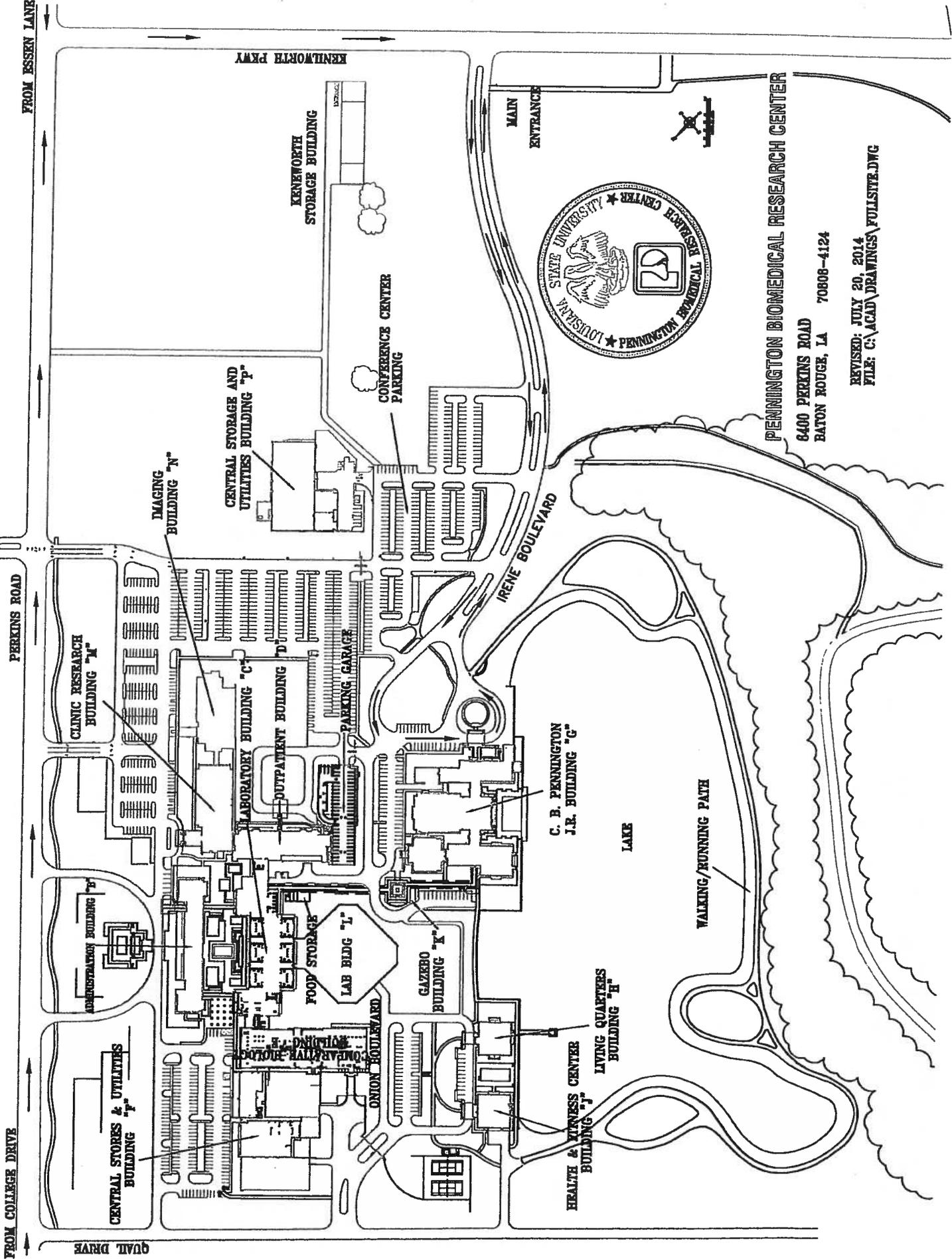
BUILDING DIAGRAMS

- NEVER CLEANED

- Currently Unoccupied
Add as Needed

Custodial Bid FY 16/17

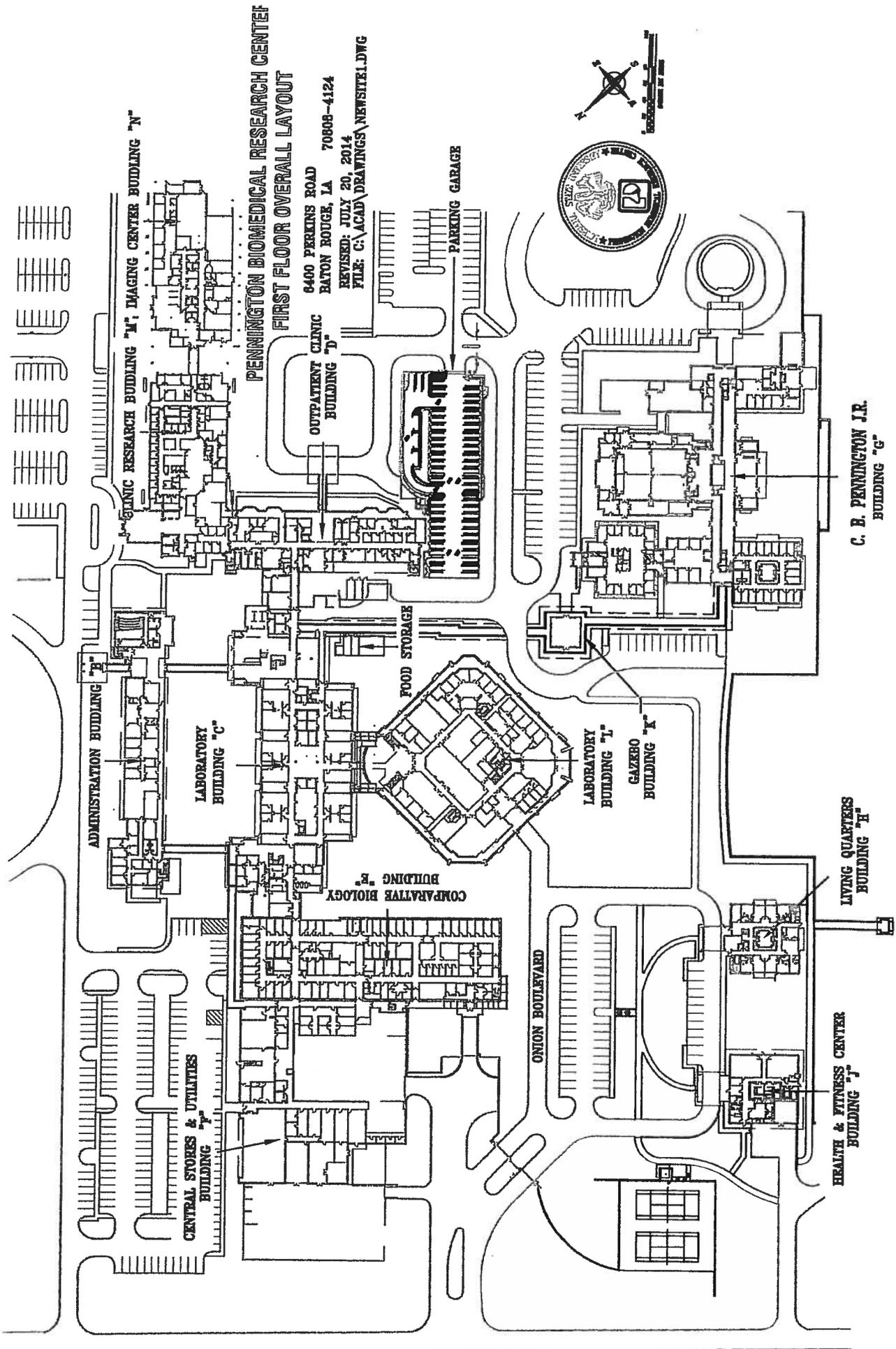




PENNINGTON BIOMEDICAL RESEARCH CENTER

8400 PERKINS ROAD
BATON ROUGE, LA 70808-4124

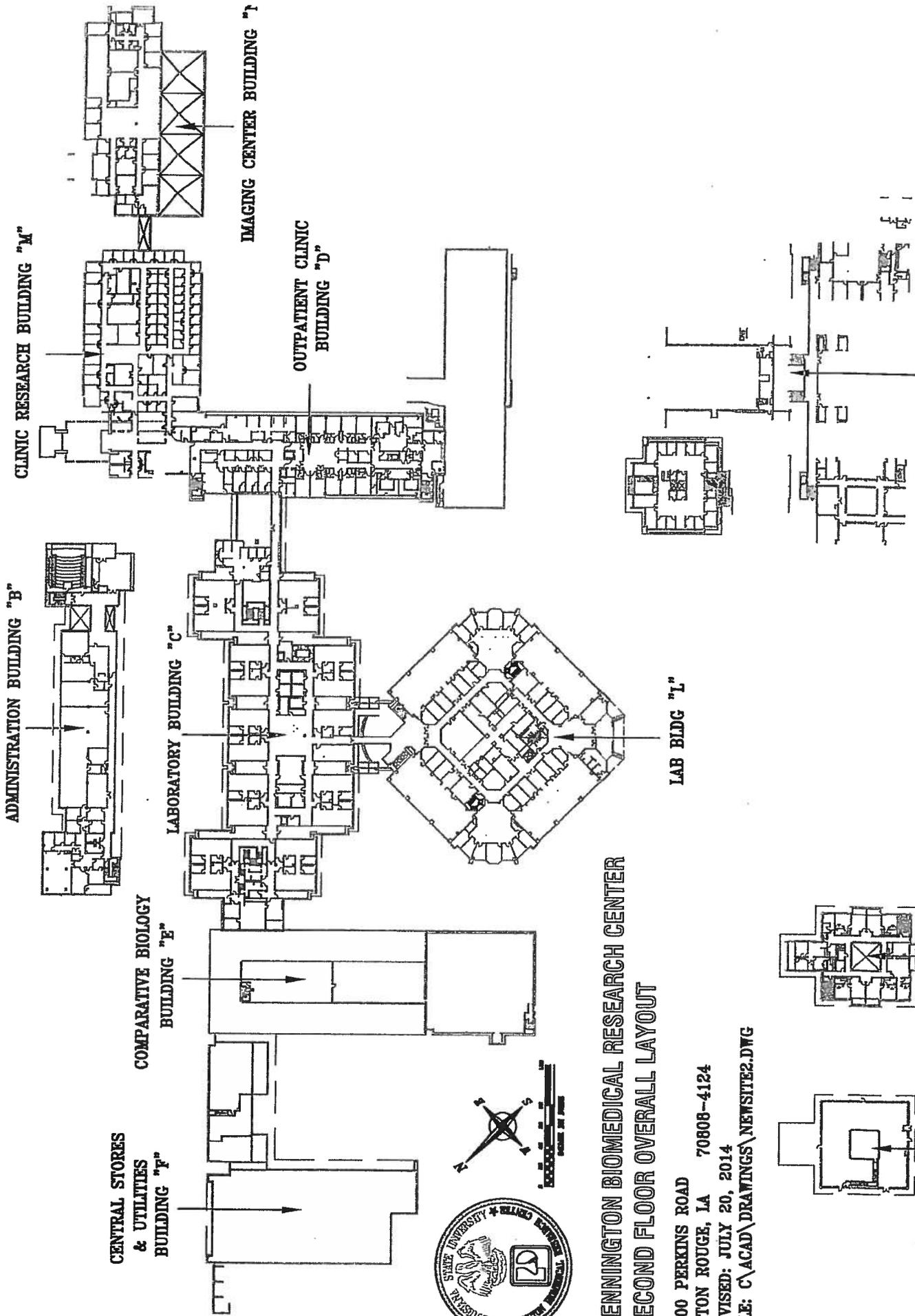
REVISED: JULY 20, 2014
FILE: C:\ACAD\DRAWINGS\FULLSITE.DWG



**PENNINGTON BIOMEDICAL RESEARCH CENTER
FIRST FLOOR OVERALL LAYOUT**

6400 PERKINS ROAD
BATON ROUGE, LA 70808-4124
REVISED: JULY 20, 2014
FILE: C:\ACAD\DRAWINGS\NEWSITE1.DWG





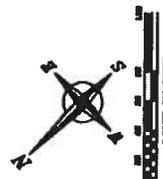
C. B. PENNINGTON J.R.
BUILDING "G"

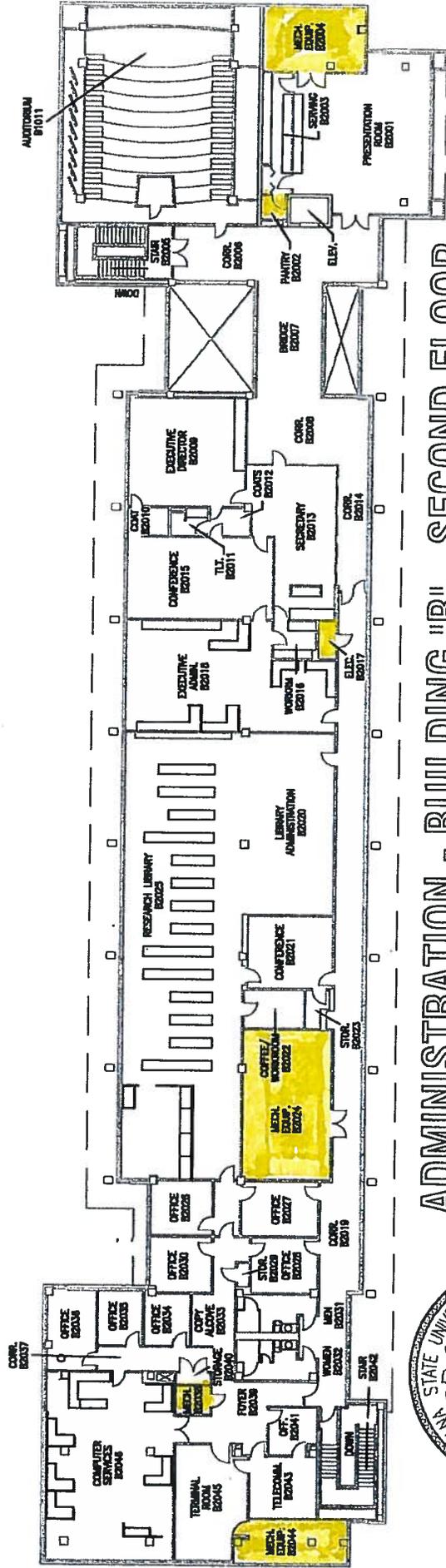
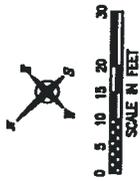
HEALTH & FITNESS CENTER
BUILDING "J"

LIVING QUARTERS
BUILDING "H"

**PENNINGTON BIOMEDICAL RESEARCH CENTER
SECOND FLOOR OVERALL LAYOUT**

6400 PERKINS ROAD
BATON ROUGE, LA 70808-4124
REVISED: JULY 20, 2014
FILE: C:\ACAD\DRAWINGS\NEWSITE2.DWG

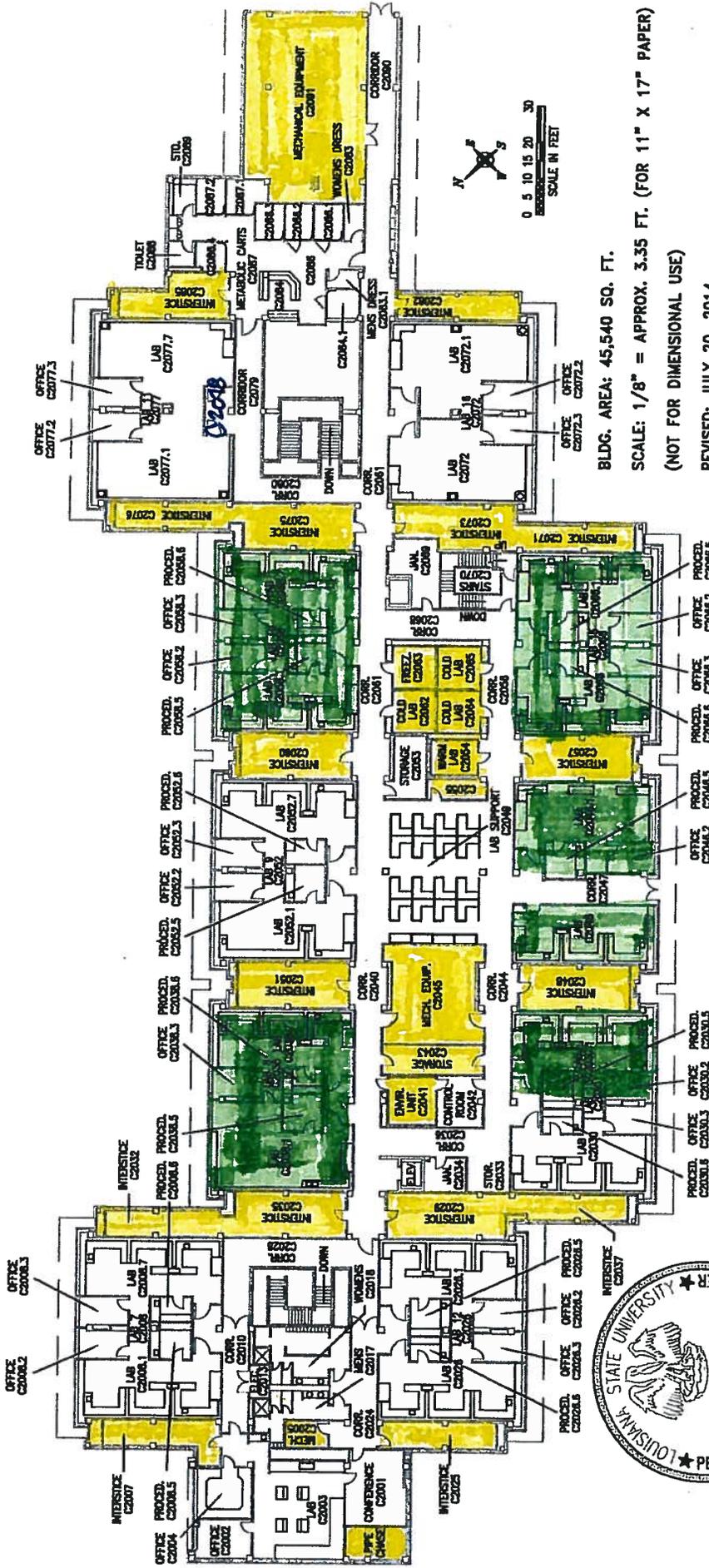




ADMINISTRATION - BUILDING "B" - SECOND FLOOR

BLDG. AREA: 21,220 SQ. FT.
 SCALE: 1/8" = APPROX. 2.7 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\b-2.dwg



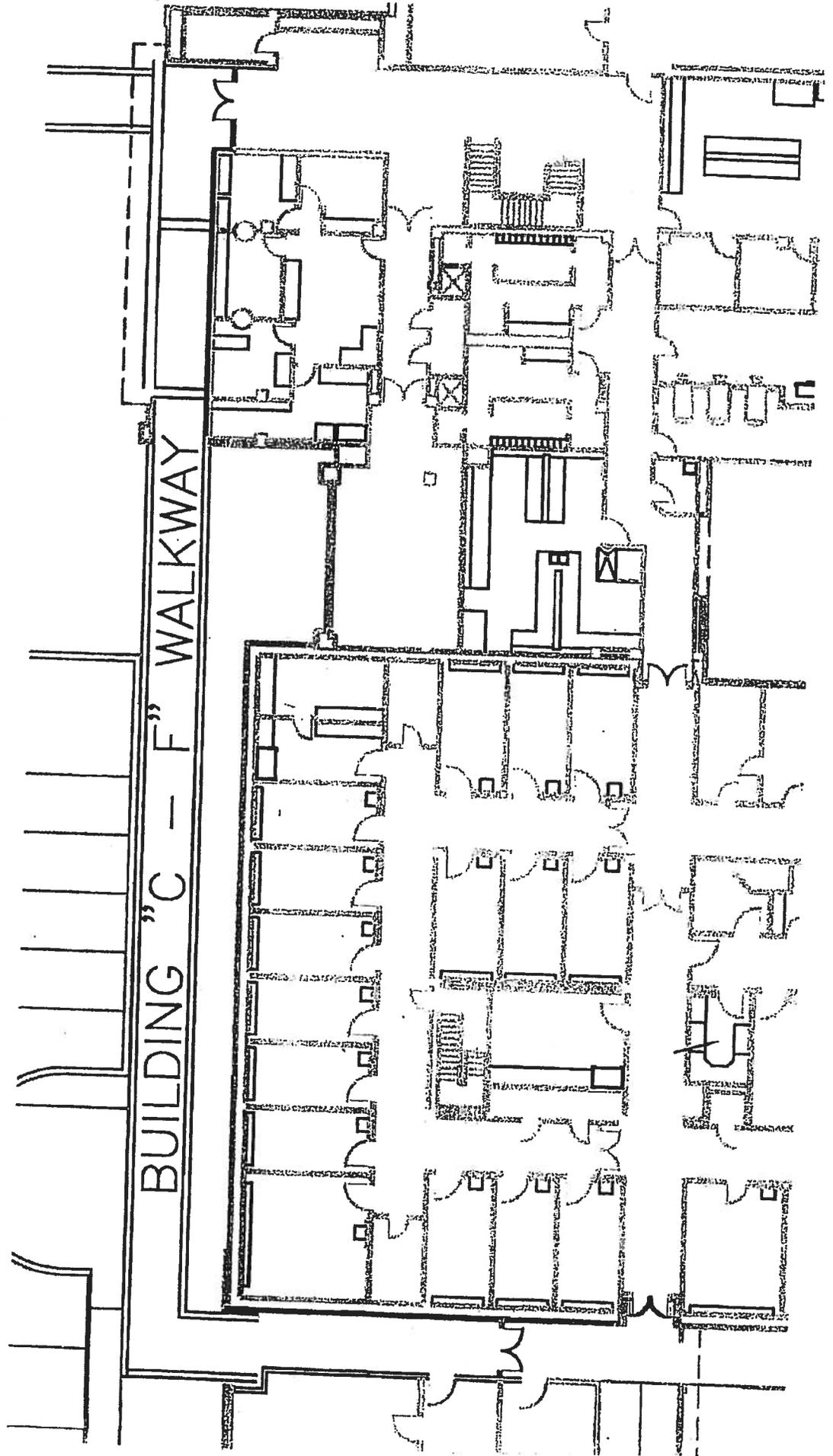


BLDG. AREA: 45,540 SQ. FT.
 SCALE: 1/8" = APPROX. 3.35 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\c-2.dwg

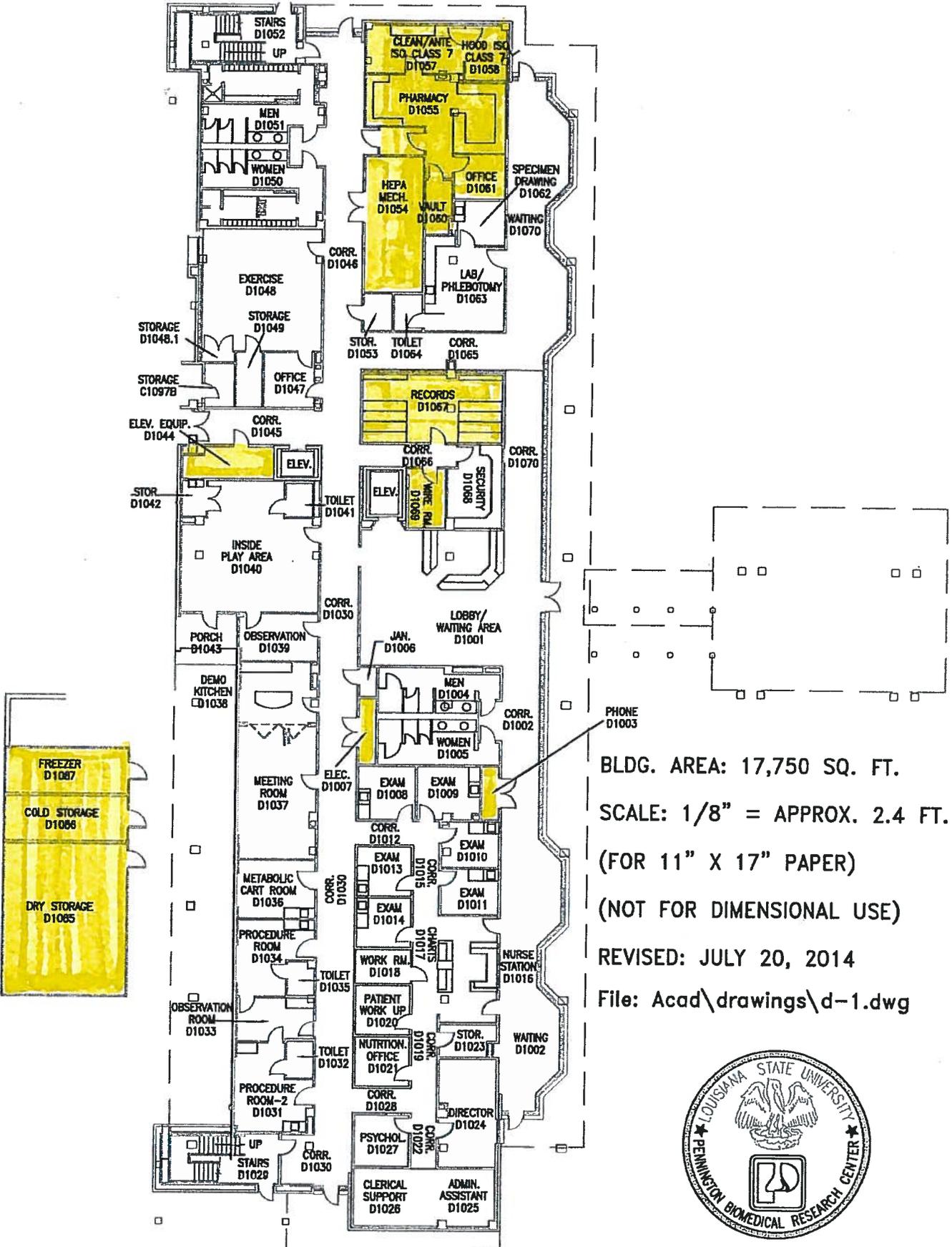
LABORATORY - BUILDING "C" - SECOND FLOOR



APPROXIMATELY 2,125 SQUARE FEET



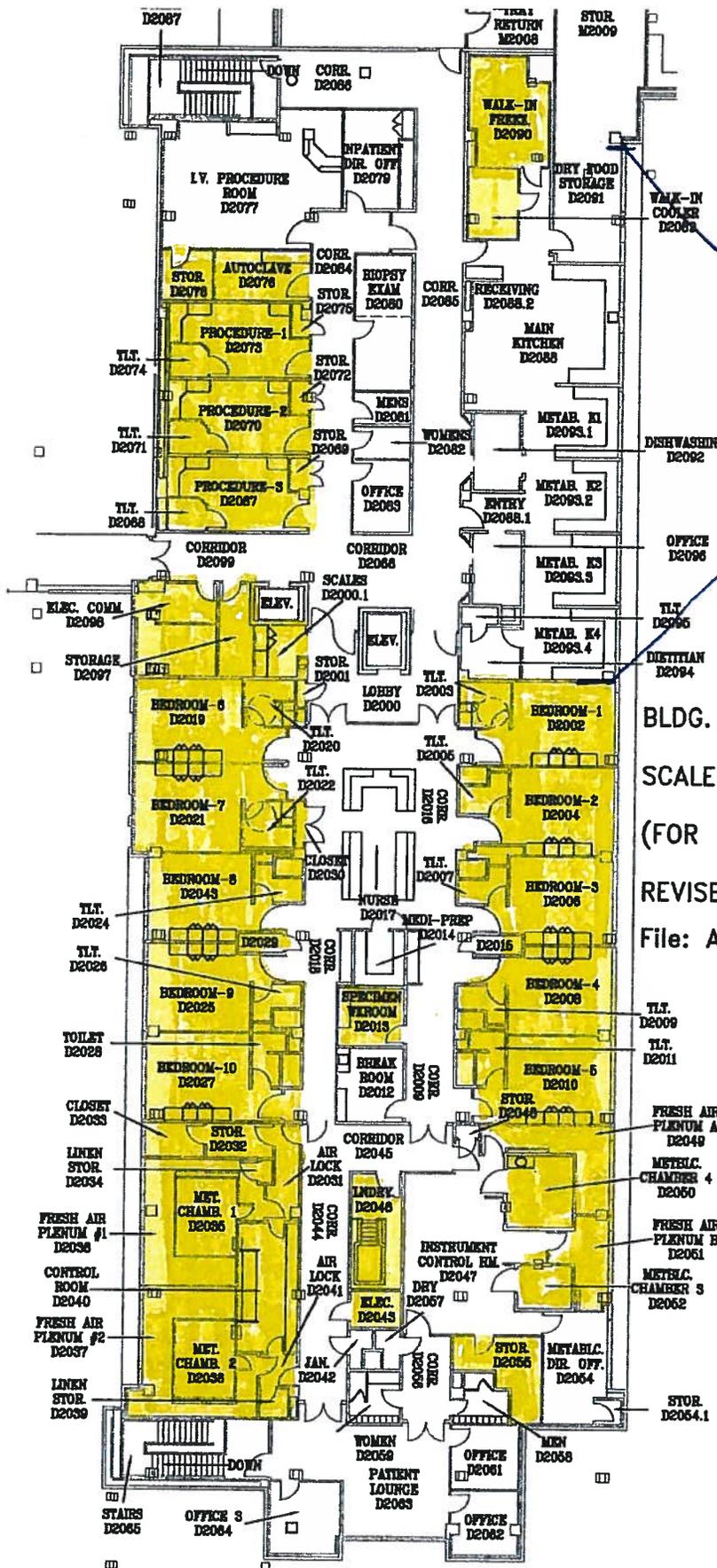
5 days per week



BLDG. AREA: 17,750 SQ. FT.
 SCALE: 1/8" = APPROX. 2.4 FT.
 (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\d-1.dwg



**OUTPATIENT - BUILDING "D" - FIRST FLOOR
 FINAL ROOM NUMBERING LAYOUT**



5 days per week

BLDG. AREA: 19,750 SQ. FT.
 SCALE: 1/8" = APPROX. 2.4 FT.
 (FOR 11" X 17" PAPER)
 REVISED: JULY 20, 2014
 File: Acad\drawings\d-2.dwg

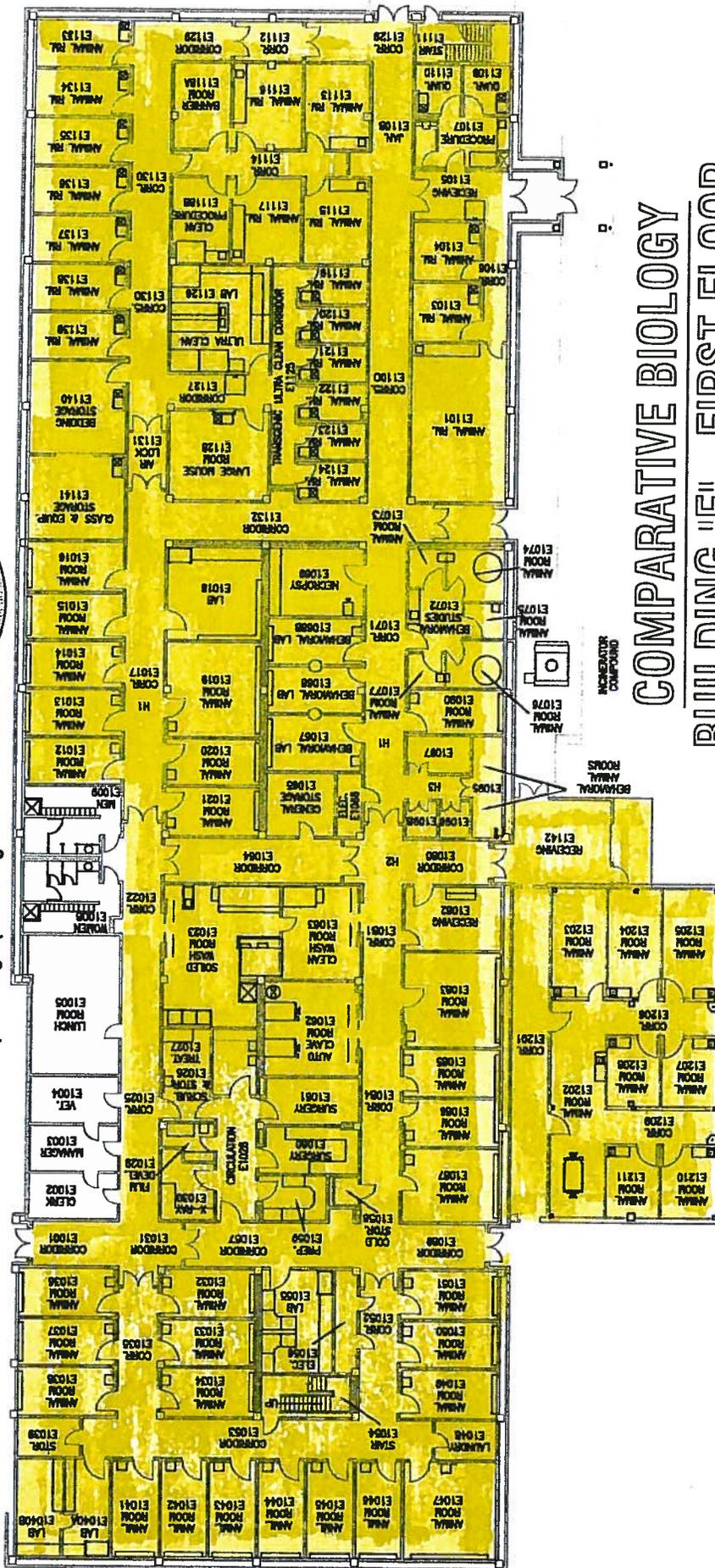


OUTPATIENT - BUILDING "D" - SECOND FLOOR

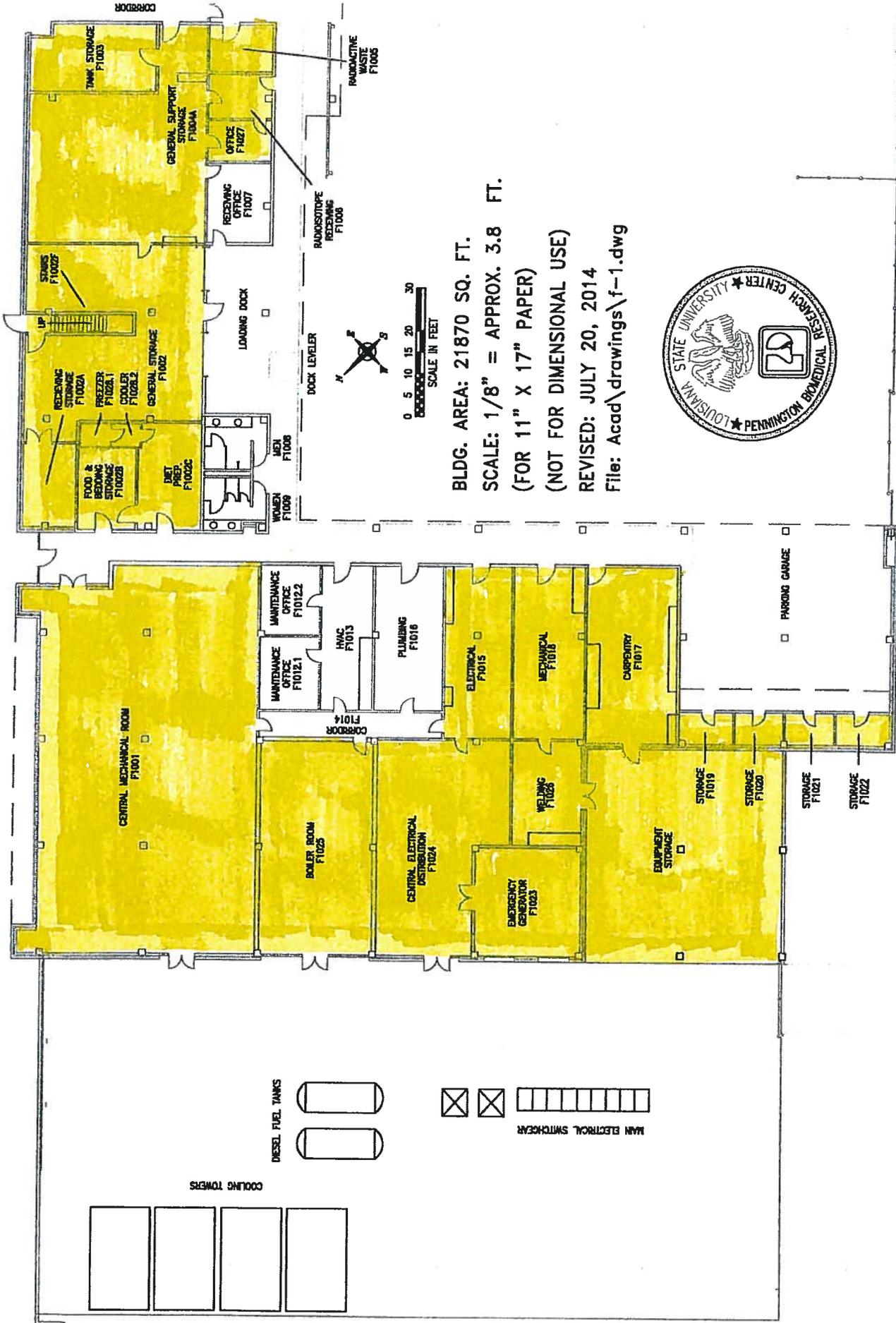
FINAL ROOM NUMBERING LAYOUT



BLDG. AREA: 36,700 SQ. FT.
 SCALE" 1/8" = APPROX. 4 FT.
 (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\e-1.dwg



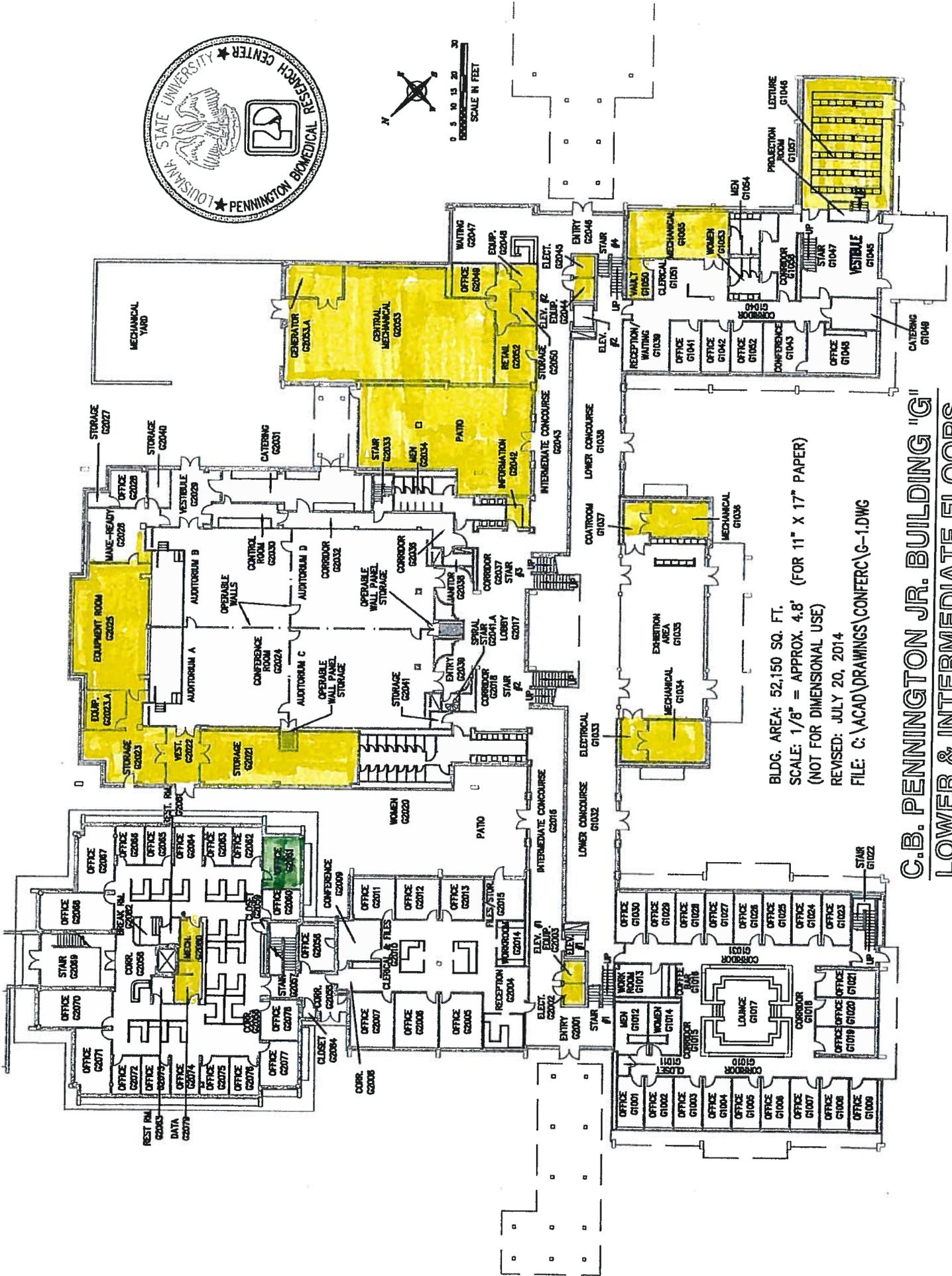
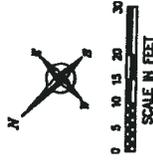
**COMPARATIVE BIOLOGY
 BUILDING "E" - FIRST FLOOR**



BLDG. AREA: 21870 SQ. FT.
 SCALE: 1/8" = APPROX. 3.8 FT.
 (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\f-1.dwg

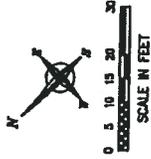


CENTRAL STORES & UTILITIES - BUILDING "F" - FIRST FLOOR PLAN

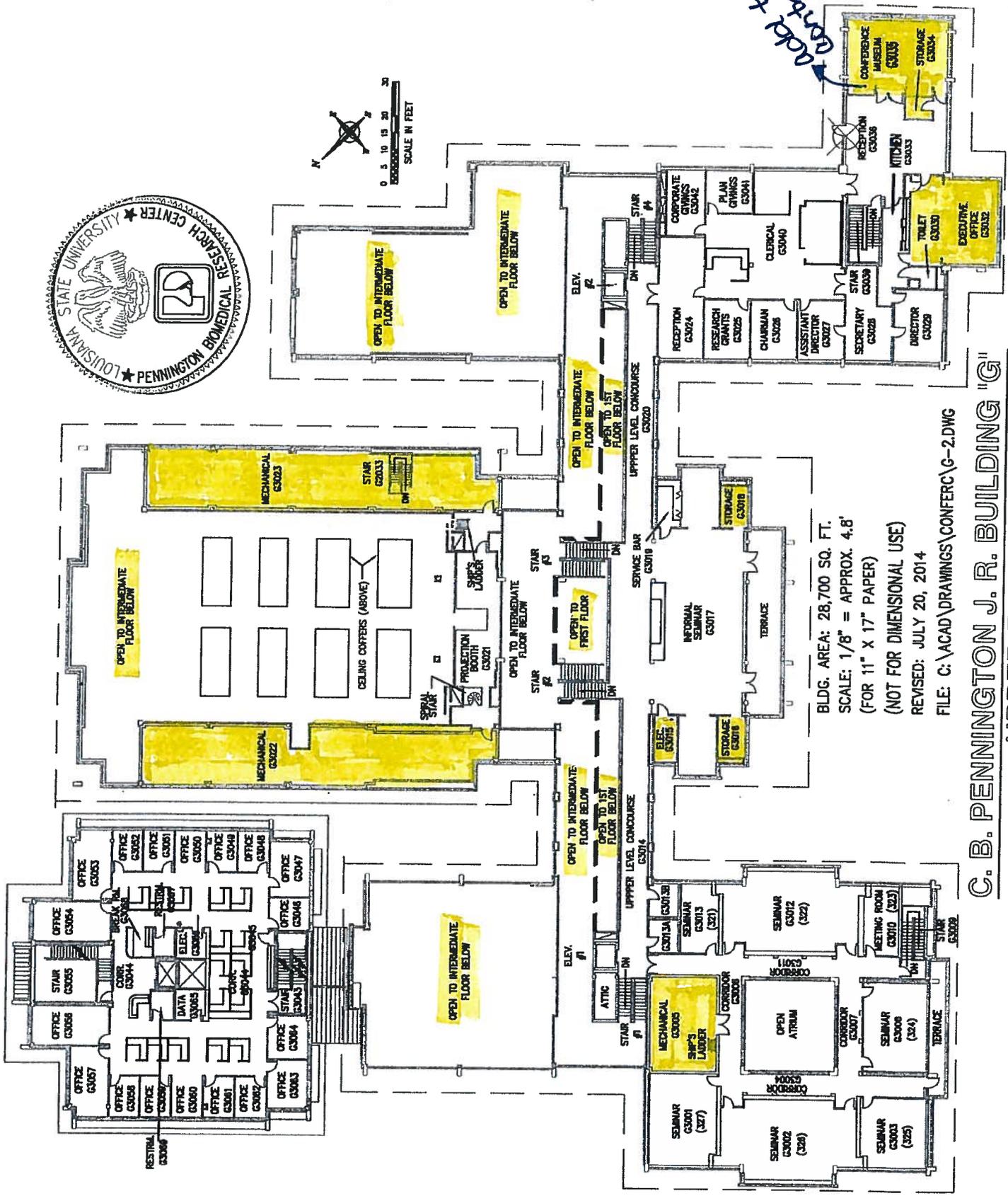


BLDG. AREA: 52,150 SQ. FT.
 SCALE: 1/8" = APPROX. 4.8' (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 FILE: C:\ACAD\DRAWINGS\CONFERC\G-1.DWG

C.B. PENNINGTON JR. BUILDING 'G'
LOWER & INTERMEDIATE FLOORS

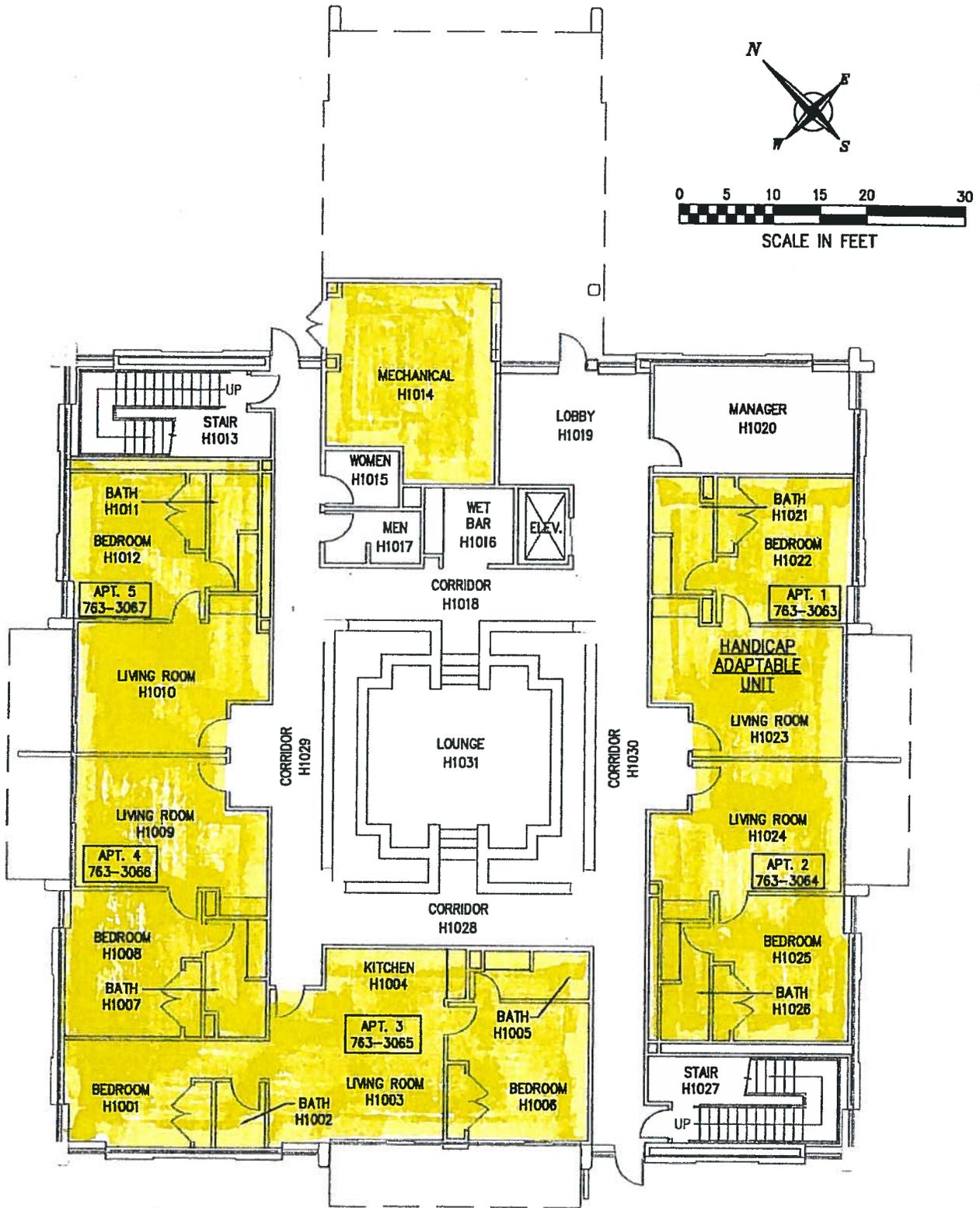


ADD TO PLAN



BLDG. AREA: 28,700 SQ. FT.
 SCALE: 1/8" = APPROX. 4.8'
 (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 FILE: C:\ACAD\DRAWINGS\CONFERC\G-2.DWG

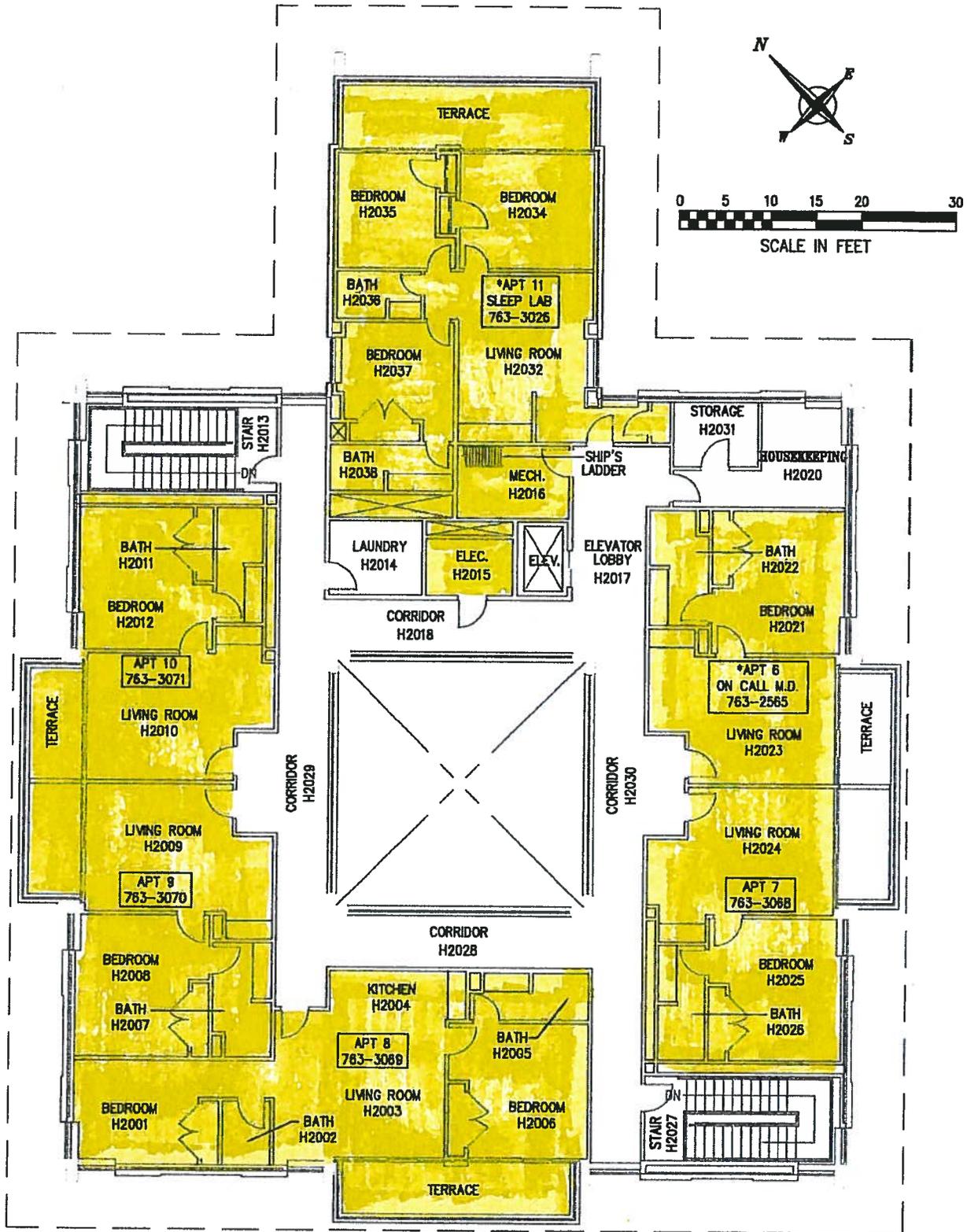
C. B. PENNINGTON J. R. BUILDING "G"
 UPPER FLOOR



LIVING QUARTERS BUILDING "H" - FIRST FLOOR

BLDG. AREA: 7,570 SQ.FT
 SCALE: 1/8" = APPROX. 1.5' (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 FILE: C:\ACAD\DRAWINGS\CONFERC\H-1.DWG

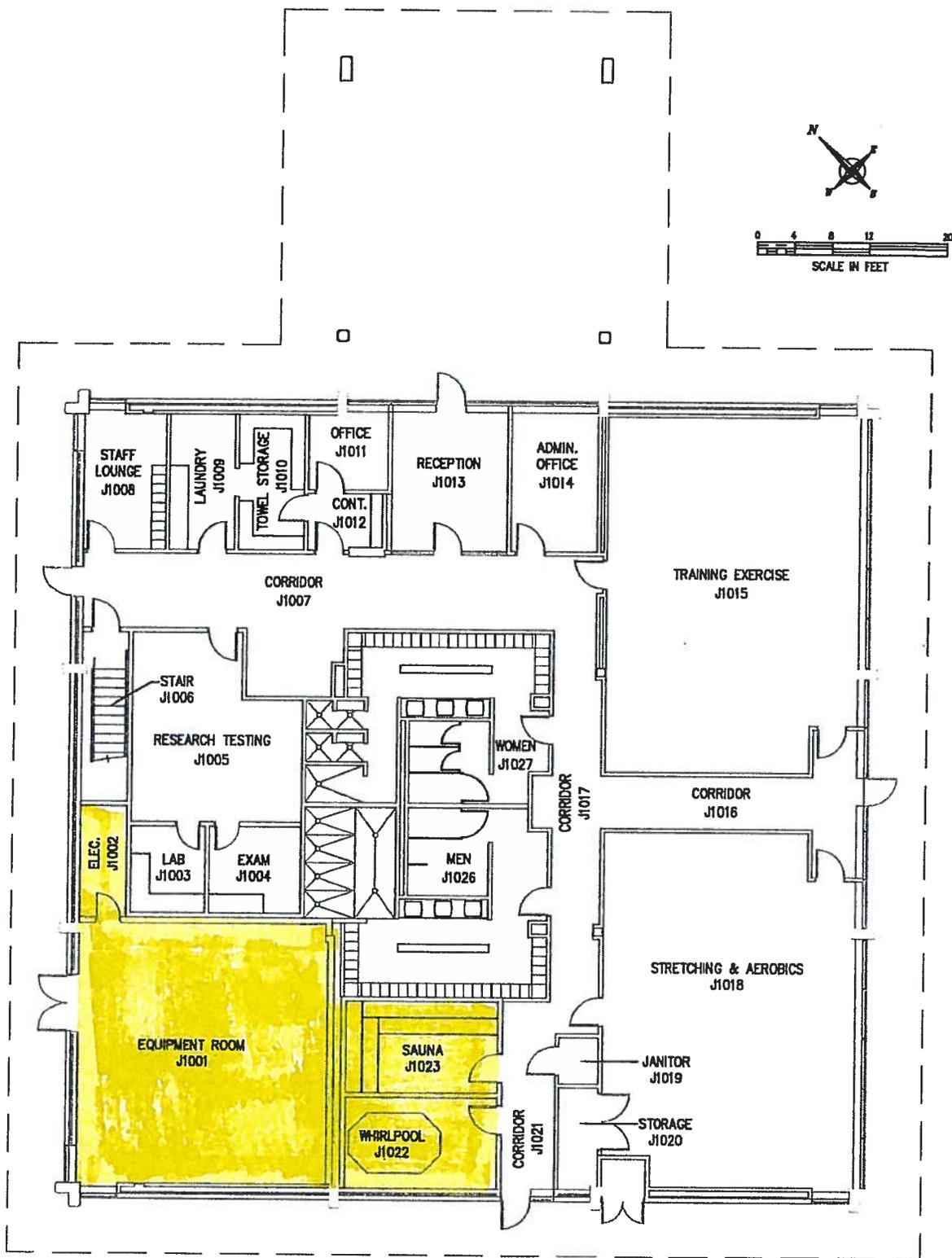




LIVING QUARTERS BUILDING "H" - SECOND FLOOR



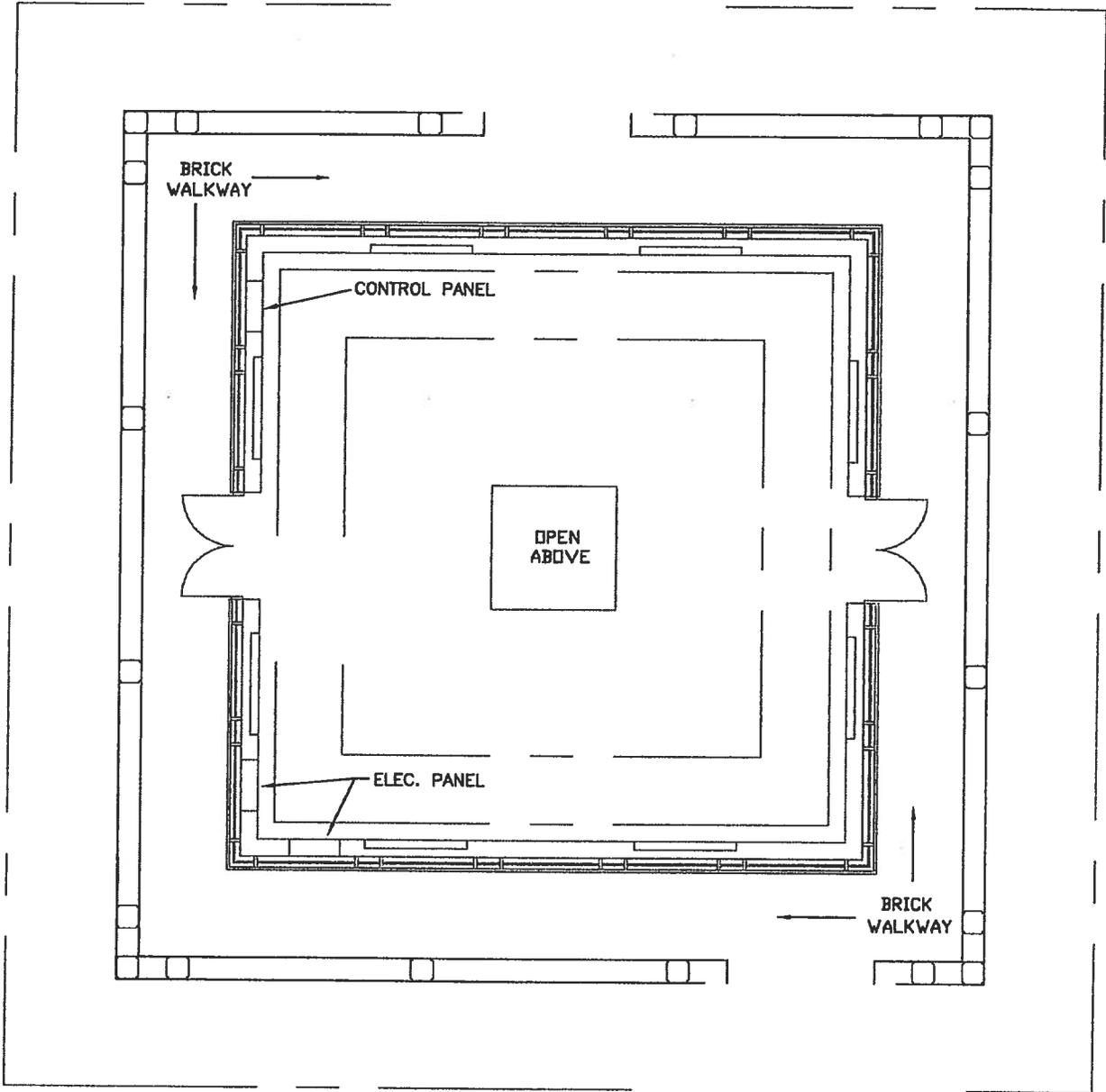
BLDG. AREA: 9,680 SQ. FT.
 SCALE: 1/8" = APPROX. 1.5' (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 FILE: C:\ACAD\DRAWINGS\CONFERC\H-2.DWG



HEALTH & FITNESS CENTER BUILDING "J" - FIRST FLOOR PLAN

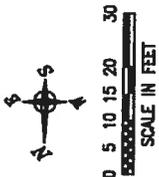


BLDG. AREA: 7,400 SQ. FT.
 SCALE: 1/8" = APPROX. 1.375 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 FILE: C:\ACAD\DRAWINGS\CONFERC\J-1.DWG



GAZEBO BUILDING "K" - FIRST FLOOR

BLDG. AREA: 1,400 SQ. FT.
SCALE: 1/8" = APPROX. 1' (FOR 11" X 17" PAPER)
(NOT FOR DIMENSIONAL USE)
REVISED: JULY 20, 2014
FILE: C:\ACAD\DRAWINGS\CONFERC\K-1.DWG



BLDG. AREA: 39,400 SQ. FT.

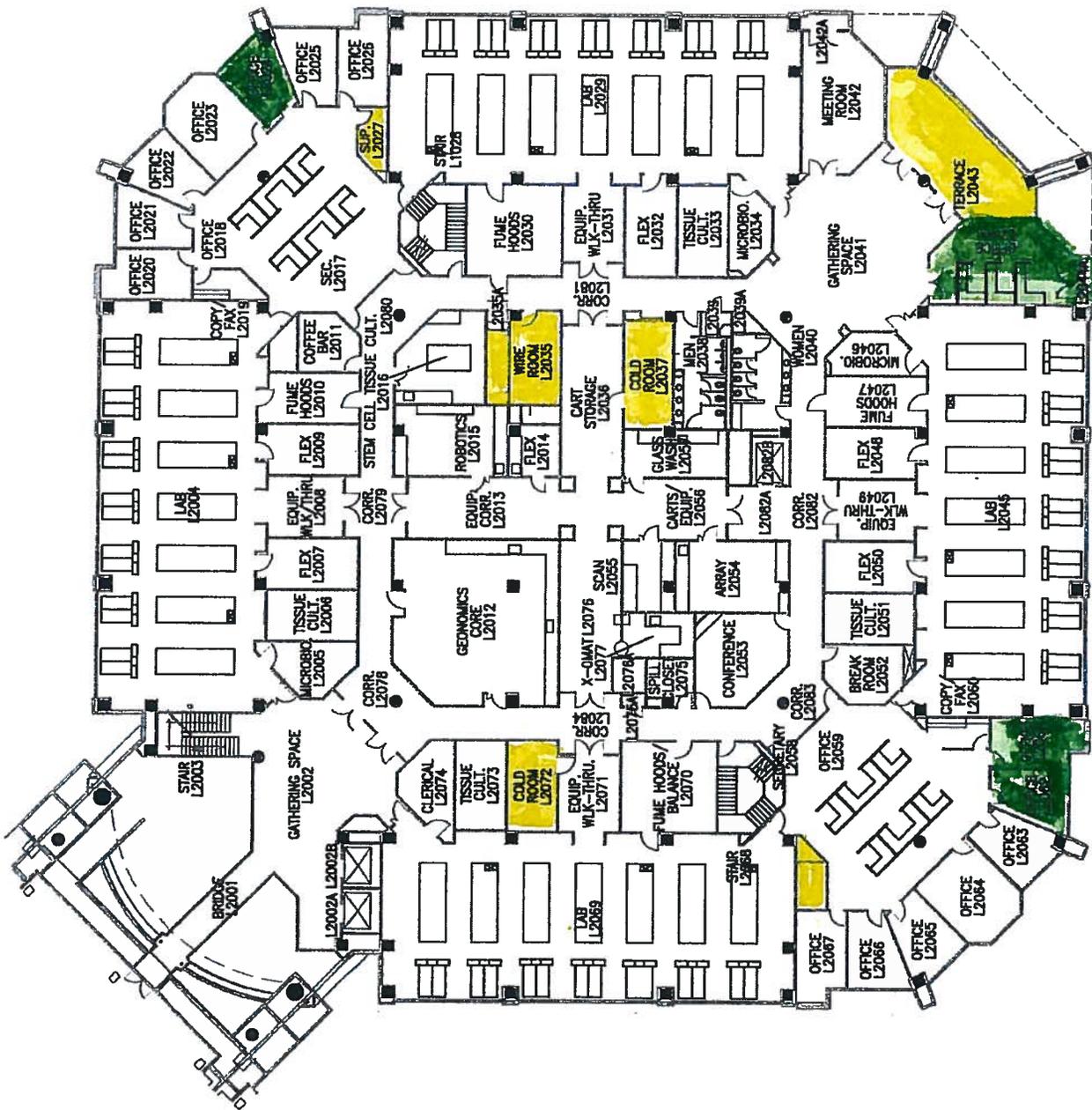
SCALE: 1/8" = APPROX. 3.1 FT.

(FOR 11" X 17" PAPER)

(NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\BLDG-L\L-2.dwg



LABORATORY - BUILDING "L" - SECOND FLOOR



0 5 10 15 20 30
SCALE IN FEET

BLDG. AREA: 39,000 SQ. FT.

SCALE: 1/8" = APPROX. 3.1 FT.

(FOR 11" X 17" PAPER)

(NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\BLDG-L\L-4.dwg



LABORATORY - BUILDING "L" - FOURTH FLOOR

NOT CAPTIONED



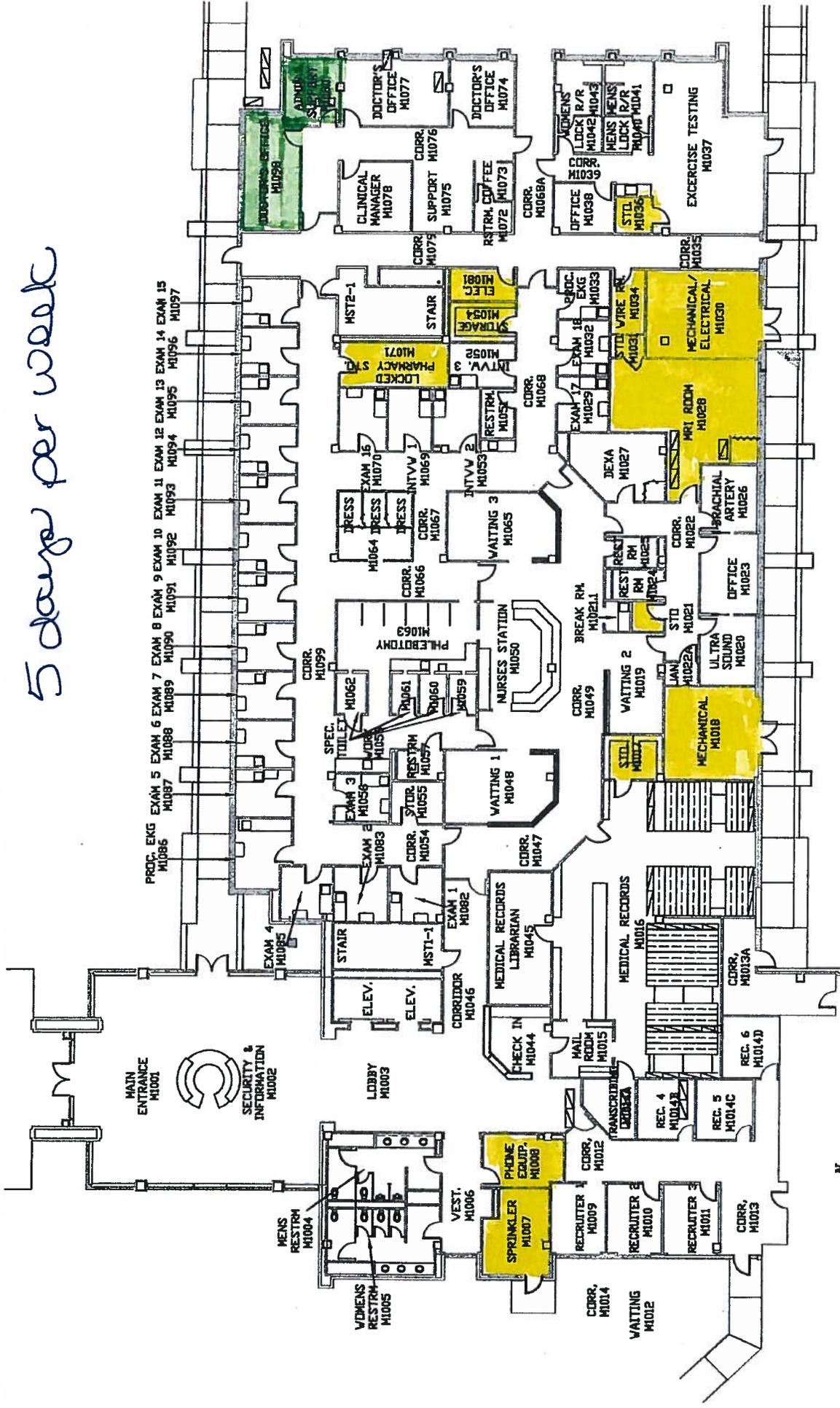
0 5 10 15 20 30
SCALE IN FEET

BLDG. AREA: 36,750 SQ. FT.
SCALE: 1/8" = APPROX. 3.1 FT.
(FOR 11" X 17" PAPER)
(NOT FOR DIMENSIONAL USE)
REVISED: JULY 20, 2014
File: Acad\drawings\BLDG-L\L-5.dwg



LABORATORY - BUILDING "L" - FIFTH FLOOR

5 days per week



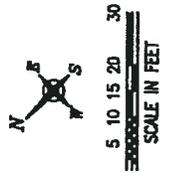
BLDG. AREA: 22,600 SQ. FT.

SCALE: 1/8" = APPROX. 2.54 FT. (FOR 11" X 17" PAPER)

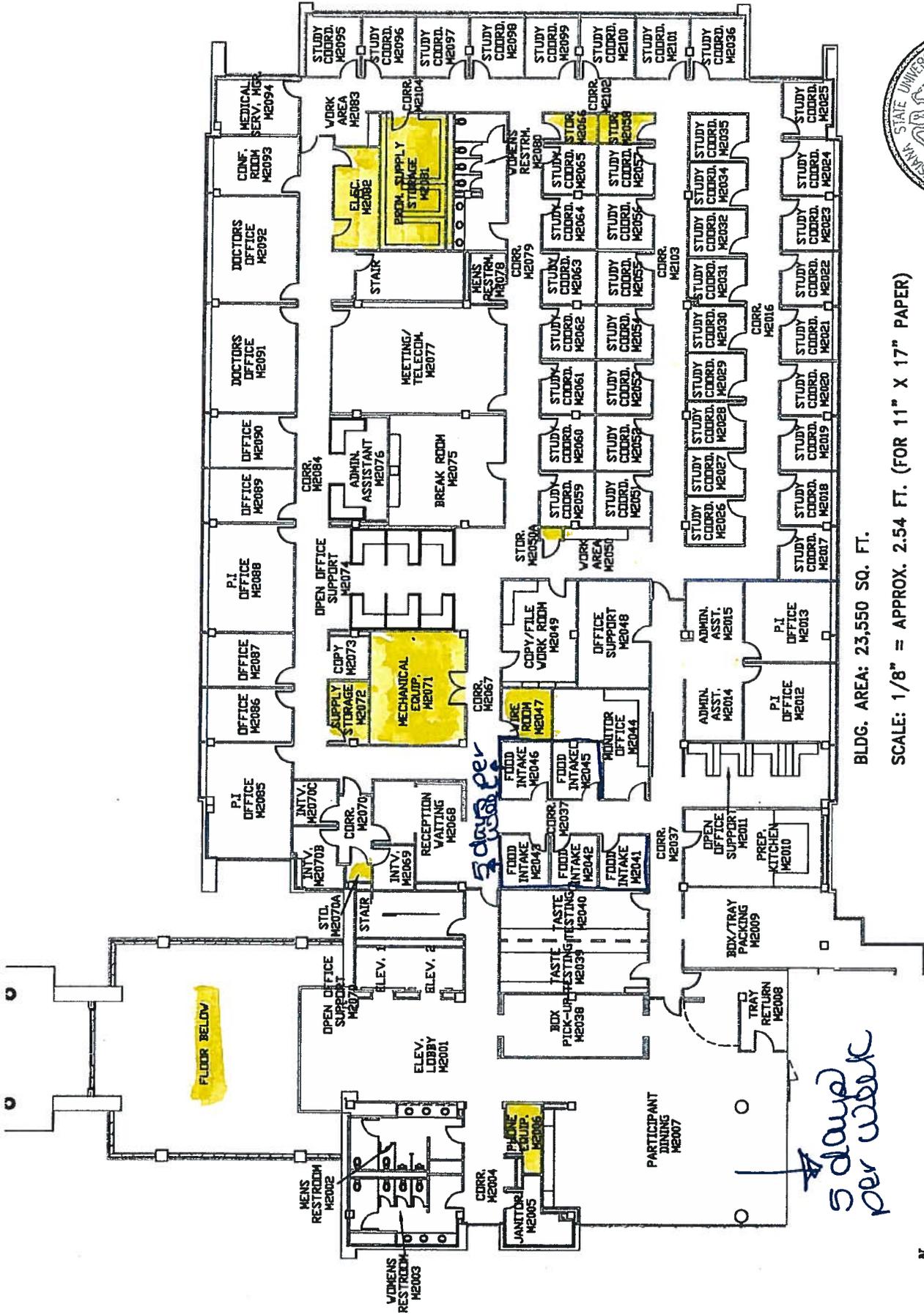
(NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\blgd-m\m-1.dwg



CLINICAL RESEARCH BUILDING "M" - FIRST FLOOR



BLDG. AREA: 23,550 SQ. FT.

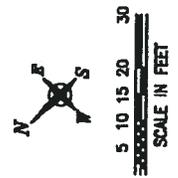
SCALE: 1/8" = APPROX. 2.54 FT. (FOR 11" X 17" PAPER)

(NOT FOR DIMENSIONAL USE)

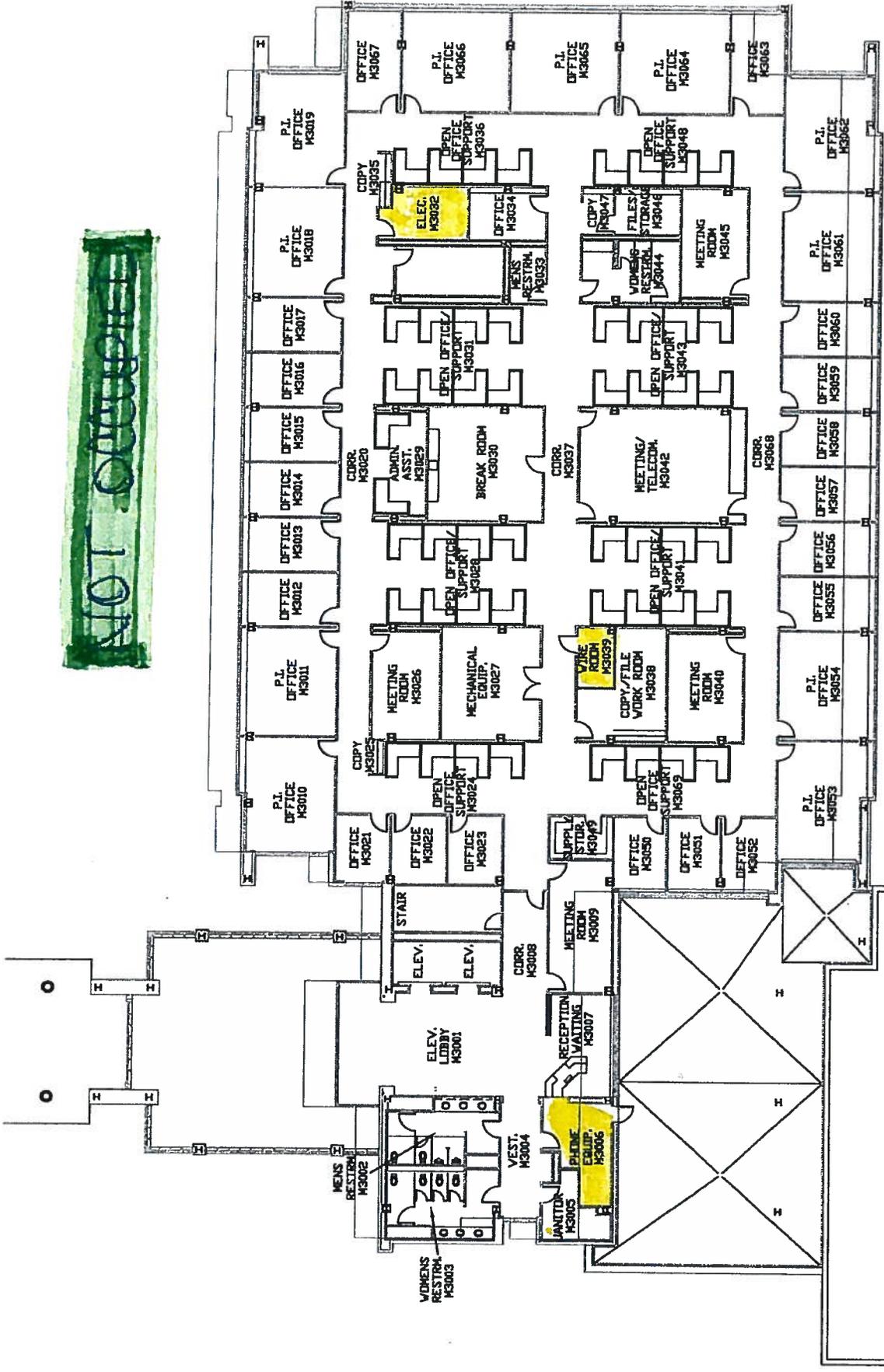
REVISED: JULY 20, 2014

File: Acad\drawings\bdg-m\m-2.dwg

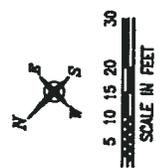
CLINICAL RESEARCH BUILDING "M" - SECOND FLOOR



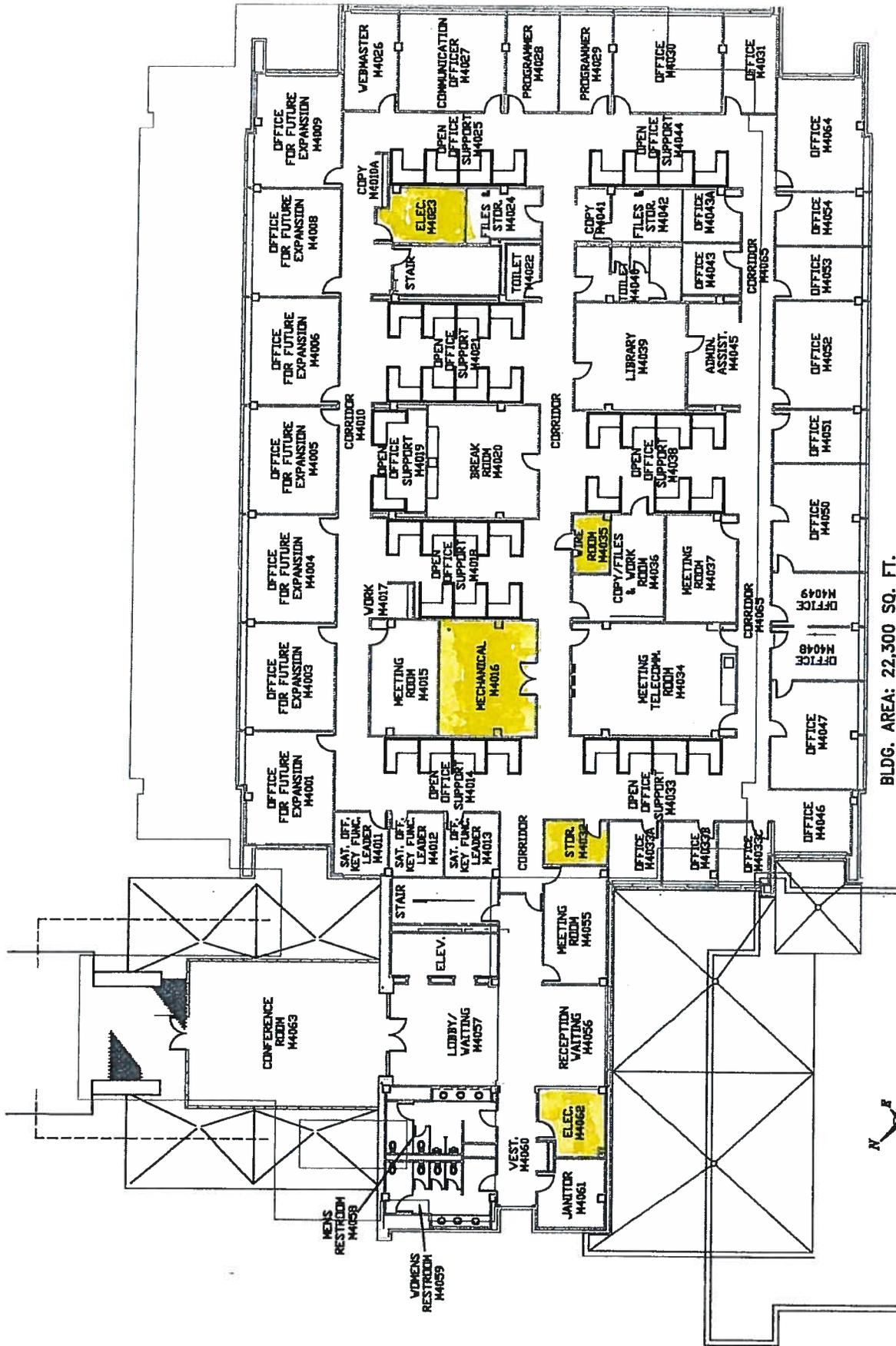
401 000001



BLDG. AREA: 21,150 SQ. FT.
 SCALE: 1/8" = APPROX. 2.54 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\bdg-m\m-3.dwg



CLINICAL RESEARCH BUILDING "M" - THIRD FLOOR



BLDG. AREA: 22,300 SQ. FT.

SCALE: 1/8" = APPROX. 2.54 FT. (FOR 11" X 17" PAPER)

(NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\blgd-m\m-4.dwg



5 10 15 20 30
SCALE IN FEET

CLINICAL RESEARCH BUILDING "M" - FOURTH FLOOR



IMAGING CENTER - BUILDING "N" - FIRST FLOOR

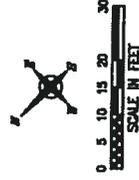
BLDG. AREA: 16,647 SQ. FT.

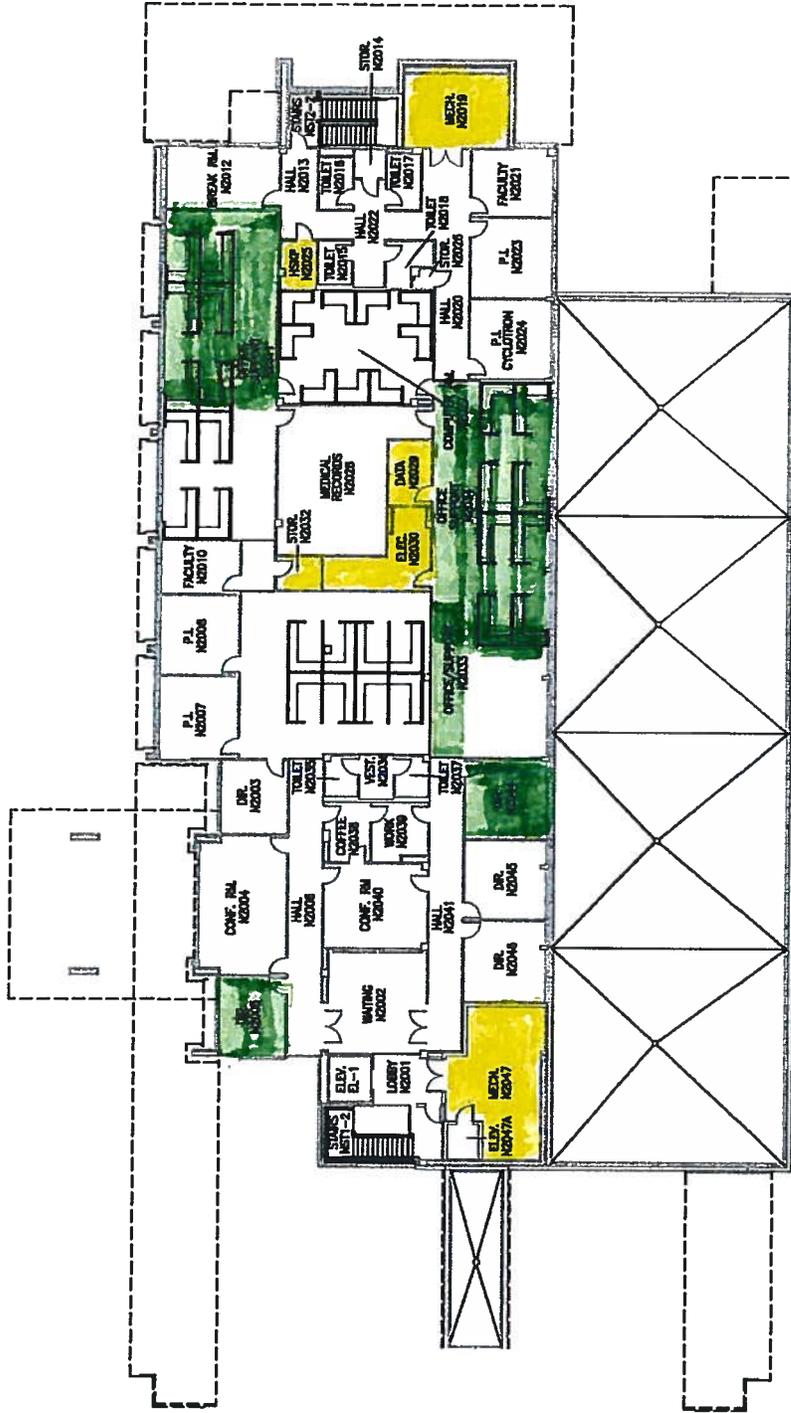
SCALE: 1/8" = APPROX. 2.7 FT. (FOR 11" X 17" PAPER)

(NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\bidg-n\n-1.dwg





IMAGING CENTER - BUILDING "N" - SECOND FLOOR

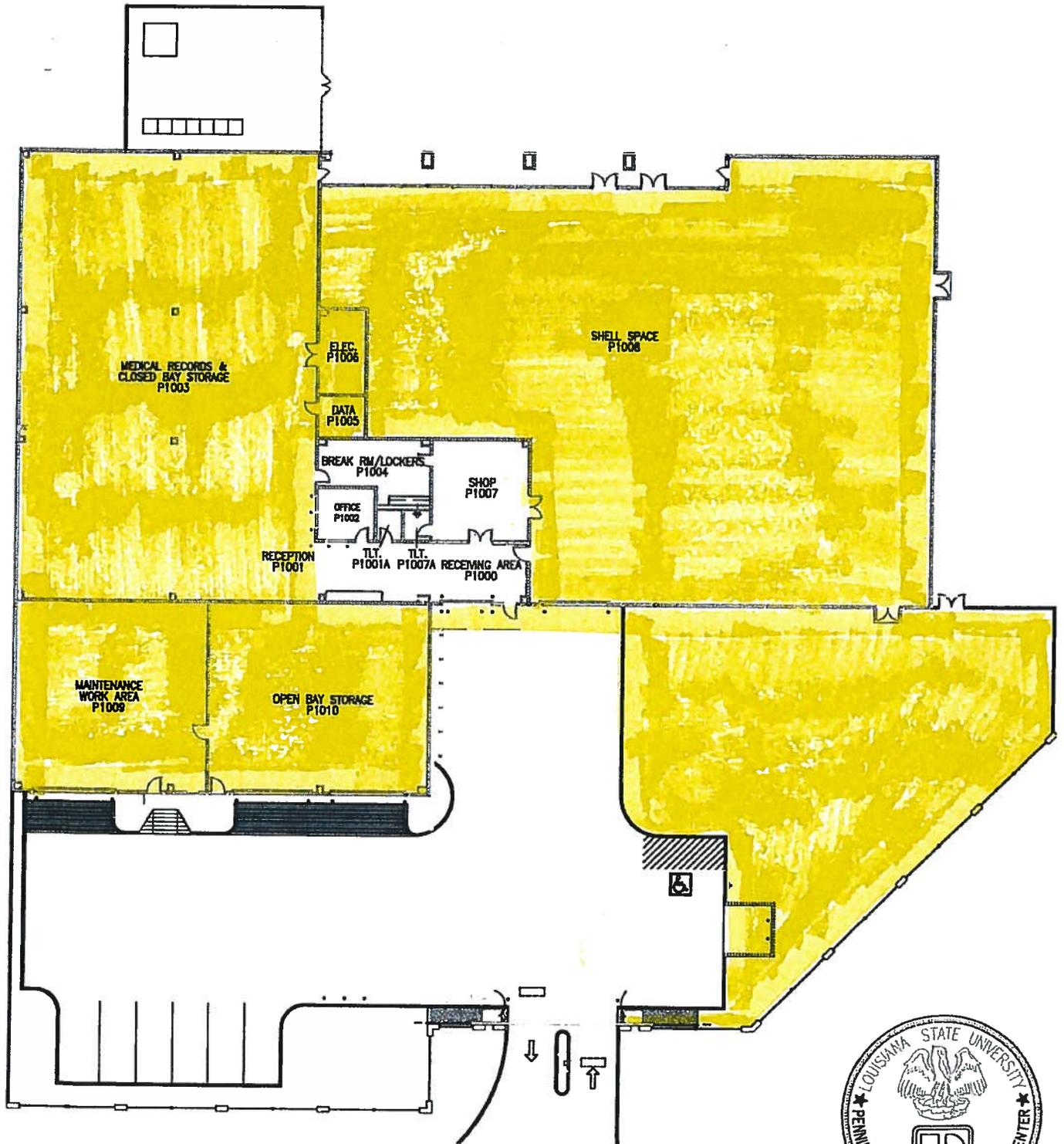
BLDG. AREA: 13,500 SQ. FT.

SCALE: 1/8" = APPROX. 2.7 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)

REVISED: JULY 20, 2014

File: Acad\drawings\bgld-n\n-2.dwg





**CENTRAL UTILITIES PLANT AND STORAGE
BUILDING "P" - FIRST FLOOR**

BLDG. AREA: 30,379 SQ. FT.
 SCALE: 1/8" = APPROX. 3.087 FT. (FOR 11" X 17" PAPER)
 (NOT FOR DIMENSIONAL USE)
 REVISED: JULY 20, 2014
 File: Acad\drawings\p-1.dwg

