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| <b>Notice To Vendors</b><br><br><b>This Is Not An Order.</b><br><b>It Is Merely</b><br><b>A Request For Prices</b> | <b>THE UNIVERSITY OF LOUISIANA AT</b><br><b>MONROE Monroe, Louisiana</b><br><b>REQUEST FOR QUOTATION</b><br><br><u>STUDENT SERVICES</u><br><b>Department</b> | <b>6/9/2016</b>  | Date and Time by Which Quotation<br>Must be Returned<br><b>02:00 PM, Central Time</b><br><b>JULY 11, 2016</b>  |
|  | To be returned on or before date specified above to:   |  | THE UNIVERSITY OF LOUISIANA AT MONROE<br>PURCHASING DEPARTMENT, COENEN HALL 140<br>700 UNIVERSITY AVE (Physical Add: 4014 LaSalle)<br>MONROE, LOUISIANA 71209-2250 |
| Name and Address of Vendor (Firm or Individual), PLEASE COMPLETE BEFORE RETURNING                                  |  | NOTE: THE UNIVERSITY RESERVE THE RIGHT TO ACCEPT OR REJECT<br>ANY OR ALL BIDS, AND WAIVE INFORMALITIES |  |
| <div style="border: 1px solid black; width: 100%; height: 100%;"></div>  |  | THIS BID IS DUE IN PURCHASING OFFICE<br>AS STATED ABOVE<br><b>LATE BIDS NOT ACCEPTED</b>               |  |
| PURCHASE REQUISITION NO. R0011976-BID 50006-011 P. O. No.  |  |  |  |

**INSTRUCTIONS TO BIDDERS:**

- 1 READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
- 2 ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
- 3 THIS BID IS TO BE MANUALLY SIGNED IN BLUE INK.
- 4 BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
- 5 BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- 6 BIDS MUST BE MAILED OR DELIVERED TO THE PURCHASING DEPARTMENT, COENEN HALL 140, 700 UNIVERSITY AVE, MONROE LA 71209.
- 7 **TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS OVER \$25,000 AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER.**
- 8 BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES.
- 9 NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. **COPIES OF EVALUATION CAN BE FAXED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST.**
- 10 IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.
- 11 ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

**For questions regarding this bid, please contact Susie Clay at 318/342-5209.**

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| <b>TO THE VENDOR:</b>  | <b>THIS QUOTATION IS SUBMITTED BY</b>        |
| <b>BID BOND NOT REQUIRED FOR THIS BID</b>  | Name of Vendor<br>(Firm or Individual) _____ |
|  | Signature _____                              |
|  | Name (Printed) _____                         |
| <b>PERFORMANCE BOND 50% WILL BE REQUIRED</b>   | Telephone # _____                            |
| LOUISIANA CONTRACTORS LICENSE #  | Fax # _____                                  |
| <b>RELEASE SOLICITATION - 06/09/2016</b><br><b>DEADLINE TO RECEIVE INQUIRIES -06/28/2016</b> | Title _____                                  |
|  | Quote # _____                                |
|  | Date Submitted _____                         |

**STATE OF LOUISIANA  
UNIVERSITY OF LOUISIANA AT MONROE  
MONROE, LOUISIANA**  
(A Member of the University of Louisiana System)

“ADVERTISEMENT FOR BIDS

Sealed bids will be accepted in the Purchasing Office, Coenen Hall 140, 700 University Avenue at The University of Louisiana at Monroe until 2 P.M. Central July 11, 2016 , at which time they will be publicly opened and read aloud.

Bid #011- Custodial Housekeeping Services and Facilities Set-ups for the ULM Student Union, Student Center and facility set-up for the University Conference Center, University House.

Interested bidders are encourage to visit job site to become familiar of the building and scope of work.

Bids must be returned to the Purchasing Office in sealed envelopes. Bids must be submitted on the form enclosed herewith, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing bid must be shown on bid.

Complete bidding documents may be obtained from the Purchasing Department, The University of Louisiana at Monroe, Monroe, Louisiana, 71209-2250, via fax request at 318/ 342-5218 or the State of Louisiana LaPac page: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> by referencing #50006-011.

The successful bidder will be required to furnish a performance and payment bond written by a company licensed to do business in Louisiana in an amount equal to 50% of the contract amount.

No bid may be withdrawn for a period of thirty (30) days after receipt of bids.

The Owner reserves the right to reject any and all bids for just cause. In accordance with La. R.S. 38:2212(A)(1)(b), the provisions and requirements of this Section, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

The University of Louisiana at Monroe adheres to the equal opportunity provisions of federal civil rights laws and regulations.”

**INVITATION TO BID—No. 50006-011  
TO FURNISH  
CUSTODIAL HOUSEKEEPING SERVICES and FACILITIES SET-UPS  
FOR SPECIFIED UNIVERSITY FACILITIES**

**GOALS & OBJECTIVES:** To provide a best matrix of scope of work, price, professionalism and competency for end users (students, staff and faculty of the University).

**ISSUING AGENCY:** University of Louisiana at Monroe  
Purchasing Department  
700 University Ave  
Monroe, LA 71209

**PROCUREMENT MANAGER:** Susie Clay [clay@ulm.edu](mailto:clay@ulm.edu)  
Ph: (318)342-5209  
Fx: (318)342-5218

**CONTRACT COORDINATORS:** Pamela Jackson [pjackson@ulm.edu](mailto:pjackson@ulm.edu)  
Dean of Students  
Ph: (318) 342-5230  
Fx: (318) 342-3494

Lori LaBorde [laborde@ulm.edu](mailto:laborde@ulm.edu)  
Student Union Facilities Coord.  
Ph: (318) 342-5285  
Fx: (318) 342-3494

**ITB RELEASE DATE:** June 9, 2016

Please contact the Coordinators listed above to visit the job site.

**DEADLINE FOR INQUIRIES:** 12:00 p.m., Central Time, June 28, 2016

**BID OPENING DATE:** July 11, 2016

**BID OPENING TIME:** 2:00 p.m., Central Time

**BID OPENING LOCATION:** University of Louisiana at Monroe  
Purchasing Department  
Coenen Hall 140  
700 University Ave  
Monroe, LA 71209-2250

**UNSIGNED OR LATE PROPOSALS WILL BE REJECTED**

## **DEFINITIONS & INSTRUCTIONS TO BIDDERS**

### **PURPOSE**

This Invitation to Bid (ITB) sets forth the requirements and specifications of University of Louisiana at Monroe/ULM/University. The contents of this ITB and the Bidder/Vendor/Contractor's bid response shall become contractual obligations if a contract ensues. The bid and any resulting contract shall be governed under the laws of the State of Louisiana.

Issuance of this Invitation to Bid does not ensure that ULM will make an award.

The program services at ULM will begin on acceptance of contract agreement between ULM and successful bidder.

### **GOVERNING BID REGULATIONS**

All bids shall be subject to the Louisiana Purchasing Rules and Regulations, and Louisiana Revised Statutes 39:1551-39:1755. These documents may be reviewed in the ULM Purchasing Department on the ULM campus during regular business hours or [www.doa.louisiana.gov/osp/legalinfo/rulesregs/index.htm](http://www.doa.louisiana.gov/osp/legalinfo/rulesregs/index.htm). In accordance with L.S.A.-R.S. 39:1594 purchases where the estimated cost is greater than \$25,000 all solicitations must be advertised on the State Purchasing website, <http://wwwprdl.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

### **BID RESPONSE FORM**

All bids shall include the bid response forms provided in the ITB. The bid response form for signature must be properly signed in ink by an officer of the bidding entity authorized to sign the bid. Bid prices **MUST** be either typewritten or printed in ink (no pencil). Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid. The F.O.B. point shall be the University unless specified otherwise in the solicitation.

### **CORRECTION OF MISTAKES**

Any erasure, strike – through, correction or other change(s) in the bid **MUST** be initialed by the Bidder. Failure to do so may result in rejection of the bid without further consideration.

### **NUMBER OF COPIES**

**THE ENTIRE ITB SHALL NOT BE REQUIRED TO BE RETURNED WITH THE BID RESPONSE.** Bidders must submit one (1) originally signed bid response form with any required information. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

### **REJECTION OF BIDS**

The University reserves the right to reject any and all bids, and to waive any informalities. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial or informal bids shall be rejected.

### **SEALED BID**

The entire bid shall be sealed. All bids should be submitted in a sealed bid envelope (envelope is not provided). Bids submitted must be sufficiently identified to avoid premature opening of the bid response. The name and address of the Bidder **MUST** appear on the outside of the bid envelope. In the event the bid contains bulky subject material, the special bid envelope or other form identifying the solicitation should be firmly affixed to the mailing envelope or container.

## **BIDS BINDING**

All formal bids shall be binding for a minimum of ninety (90) calendar days and shall not be withdrawn after the specified return date.

## **BID CONFIDENTIALITY**

In accordance with the provisions of L.S.A-R.S. 44:1 all proposals shall become a matter of public record. Any information considered confidential shall not be included in the proposal response. Except as otherwise permitted under the contract, the University will use at least the same standard of care to maintain the confidentiality of the Proposer's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information.

## **BID DUE DATE**

Bidders shall be responsible for the timely delivery of the bid by the ITB return deadline. Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bid response may be withdrawn by the Bidder upon written or fax request **PRIOR TO** the designated time for return of bids. Withdrawal notification must be by signature and received by the ULM Purchasing Department prior to the designated deadline for return of bids.

## **DELIVERY OF BIDS**

Each bid response shall be time recorded by Purchasing Department personnel upon its delivery. The Bidder, or the Bidder's agent, may hand deliver the bid and the deliverer should request a written receipt of its delivery. Or the Bidder may cause the bid to be delivered by an express carrier. Responsibility for ensuring that a receipt of delivery for their proposal remains with the bidder. The Bidder may elect to mail the bid by registered or certified mail return receipt requested.

The address for delivery of bids is:           University of Louisiana at Monroe  
Coenen Hall, Room 140  
Purchasing Department  
700 University Ave  
Monroe, LA 71209-2250

## **BIDDER INQUIRIES**

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Purchasing Administration in addendum form, shall be considered as valid. **Telephone inquiries are not allowed.** Inquiries concerning the administrative requirements of the ITB shall be submitted in writing and may be faxed to the Purchasing Department at 318 342 5218. Bidders may submit inquiries via email to the Procurement Manager at: [clay@ulm.edu](mailto:clay@ulm.edu). Bidders shall not construe any verbal conversations as binding.

Inquiries shall be received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addendum to all known to have received a complete set of documents.

## **AVAILABILITY OF FUNDS**

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

**BID COST INCURRED**

This solicitation does not commit the University to award a contract and the University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

**PERFORMANCE BOND**

Required of successful Bidder in the amount of fifty percent (50%) of the Total Annual Award Price: The successful bidder will be required to provide a Performance Bond prior to issuance of a contract for the award. The Bidder MUST list the name, address (street/city/state/zip) & telephone number of the Louisiana licensed surety or insurance company that shall be used to furnish the required bonding if selected the successful Bidder. See required information below.

Name of Surety: \_\_\_\_\_  
(Not the Agent Company)

Surety's Address: \_\_\_\_\_

Surety Telephone No.: \_\_\_\_\_

Agent Company: \_\_\_\_\_

Agent Telephone No: \_\_\_\_\_

The successful Bidder will be required to provide a Performance Bond in the form of a bond from a surety or insurance company that is currently licensed to do business in the State of Louisiana. The surety or insurance company furnishing the performance bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. The requirement for a Performance Bond cannot be waived.

The successful Bidder shall furnish a Performance Bond in accordance with requirements outlined within ten (10) calendar days of official written notice (Notification of Award). Performance Bonds shall be made payable to University of Louisiana at Monroe in the amount specified. If the contract is extended, then the performance bond may be required to be renewed for each successive contract term in force.

The purpose of the Performance Bond shall be to secure for the University the prompt and faithful performance of the CONTRACTOR in strict accordance with the terms of the contract.

**QUALIFICATION OF BIDDER**

The University reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the services so bid. The Bidder shall provide all information and data for this purpose as the University may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

## **SPECIFICATIONS**

Whenever specifications indicate a specific brand, make or manufacturer, such specifications are used to denote the quality standard of product desired and DO NOT restrict the Bidder to the specific brand, make or manufacturer named. They are used only to set forth and convey to the Bidder, the general style, type, character and quality of product desired. Equivalent products shall be acceptable if requested by the Bidder no later than the bid inquiry deadline and written approval has been granted for the alternative(s) from the CONTRACT COORDINATOR(S) prior to bid opening.

## **TAXES**

The Bidder shall include in his bid price all federal, state and local taxes of all kinds applicable to the performance of the contract. The University is currently exempt from State Sales and Use Tax and from city, parish and state sales and use taxes.

## **BID AWARD**

The contract, if an award is made, will be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.

The lowest responsible and responsive Bidder will be determined by the BID PRICE TOTAL and any additives selected by the University at time of bid award. The Bidder should be relatively competitive in relation to other Bidder prices for Additional Clean-up, Additional Stripping and Waxing service, etc.

The University reserves the right to award an alternate response if it is deemed in the best interest of the university.

## **MANDATORY REQUIREMENTS**

**ALL REQUIREMENTS STATED HEREINAFTER IN THE INSTRUCTIONS TO BIDDERS ARE CONSIDERED MANDATORY. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION.**

## **ON-SITE INSPECTION TOUR**

All interested bidders are to inspect site. Contact the contract coordinator listed above for appointment.

## **BUILDING SQUARE FOOTAGE**

Bidders shall be responsible for the measurement of the exact square footage of the building. The measurements stated herein are approximate and Bidders shall be responsible for obtaining exact measurements if needed for calculating bid prices.

See Appendix A - BUILDING SQUARE FOOTAGE

## **BID PRICES**

The prices bid shall be firm to cover all labor, equipment, materials, cleaning supplies, toilet tissue, paper towels, liquid hand soap, services, supervision, bonds, insurance, transportation and any other costs necessary to execute the designated janitorial housekeeping services in full conformity with the Invitation to Bid. Prices shall include any applicable Federal, State, Parish, Municipal or other taxes AND delivery charges.

## **STANDARD TERMS & CONDITIONS**

### **ACCESS TO RECORDS**

The CONTRACTOR agrees that the University and the Legislative Auditor of the State of Louisiana and the ULM Internal Audit Department shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the CONTRACTOR related to this solicitation and any resulting contract.

### **ACCIDENTS**

The CONTRACTOR agrees that in the event of any accident of any kind and degree, the CONTRACTOR will immediately notify the University's Campus Police Department (318-342-5350) and thereafter furnish a full written report of such accident.

### **ASSIGNMENT**

The contract, or any portion thereof or any interest therein, shall not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the University. Any attempted assignment under the contract shall be void and shall have no effect.

### **CONTRACT AGREEMENT**

The Contract, and any properly executed amendment thereto, the Invitation to Bid, the CONTRACTOR's bid response and the CONTRACTOR's performance guarantees shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

The University and CONTRACTOR shall execute a contract for a period not exceeding thirty-six (36) months, in the form prescribed herein by the University, no later than the expiration period for furnishing verification of insurance coverage.

The Contract shall not be modified, altered, or changed except by mutual agreement amended in writing by the authorized representative of each party to the Contract.

See Appendix B for draft contract.

### **CONTRACT EXTENSION**

Based upon the mutual agreement of the successful Bidder and University of Louisiana at Monroe, this contract may be extended for two (2) additional twelve (12) month periods beginning July 1, 2017 at the same prices and terms.

The full term of the contract including the possible two (2) extensions shall not exceed a period of thirty-six (36) months in total.

### **CONTRACT CANCELLATION**

The University of Louisiana at Monroe has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

## **FUNDING CLAUSE**

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature at all times. If the Legislature fails to appropriate sufficient monies to provide for the continuation of a contract, the contract shall terminate on the date of the beginning of the fiscal year for which funds are not appropriated.

## **COPYRIGHTS AND PATENTS**

The CONTRACTOR shall indemnify and hold harmless the State, the University, its officers, agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract of which CONTRACTOR is not the patentee, assignee, or licensee.

## **HAZARDOUS WASTE GENERATION**

In the event the CONTRACTOR produces a hazardous waste as defined by the Department of Natural Resources Hazardous Waste Division of the State of Louisiana, the CONTRACTOR shall be designated as the generator of such waste. The liability of hazardous waste disposal shall rest with the CONTRACTOR and not the University.

## **DISPOSAL OF NON-HAZARDOUS MATERIALS**

The CONTRACTOR shall at all time keep the premises free from accumulations of trash, waste materials and debris caused by its employees or its operations. Removal of all trash, waste materials and debris generated by operations shall be disposed of in receptacles provided at designated locations.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The CONTRACTOR shall be an equal employment opportunity employer. The CONTRACTOR shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

## **FORCE MAJEURE**

Both parties agree that, if by reason of strike or other labor disputes, civil disorders, inclement weather, acts of God, or other unavoidable cause, either party is unable to entirely perform its obligations, such performance shall not be considered a breach of the contract.

## **GOVERNING LAW**

The contract, and all matters or issues related to it, shall be governed by and shall be in accordance with the laws of the State of Louisiana.

If any provision of the contract, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the contract or the validity or enforceability of the contract.

## **HOLIDAYS**

Generally, the University recognizes the following holidays/Breaks.

- |                           |                     |                     |
|---------------------------|---------------------|---------------------|
| 1) New Year's Day         | 5) Independence Day | 9) Fall Break       |
| 2) Martin Luther King Day | 6) Labor Day        | 10) Semester Breaks |
| 3) Good Friday            | 7) Thanksgiving Day | 11)Mardi Gras Break |
| 4) Memorial Day           | 8) Christmas Day    |                     |

The University's official holiday schedule will be provided to the CONTRACTOR on or around August 1st. The CONTRACTOR shall be responsible for responding to scheduled service on the holidays listed above. The CONTRACTOR shall seek, in writing, advance written approval from either of the CONTRACT COORDINATORS regarding the recognition of any other holidays for its employees not recognized by the University. The CONTRACTOR may request additional days off for services performed during scheduled Holidays.

## **ORDER OF PRIORITY**

- a. In the event there is a conflict between the Instructions to bidders or Standard Conditions and the Special Conditions, the Special Conditions shall govern.
- b. Any interpretation of the documents will be made by Addendum only, issued by the purchasing department, and a copy of such addendum will be mailed or faxed to each person receiving a set of the bid documents. The University will not be responsible for any other explanation of the documents.

## **COMPLIANCE WITH CIVIL RIGHT LAWS**

By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

## **SPECIAL ACCOMMODATION**

Any "Qualified individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

## **INDEMNITY**

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

## **SIGNATURE AUTHORITY**

ATTENTION: .R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to the State of Louisiana. You must indicate which of the following apply to the signer of this bid.

### **PLEASE CIRCLE ONE:**

1. The signer of the bid is either a Corporate Officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in Commendam as reflected in the most current Partnership Records on file with the Secretary of State. A copy of the Annual Report or Partnership Record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the Bidder Authorized to submit this bid as evidenced by documents such as, Corporate Resolution, Certification as to Corporate Principal, etc. If this applies, a copy of the Resolution, Certification, or other supportive documents must be attached hereto.
3. The bidder has filed with the Secretary of State an Affidavit or Resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.

In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty of “nolo contendere” to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, Professional, Personal, Consulting, and Social Services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

## **CERTIFICATION OF NO SUSPENSION OR DEBARMENT.**

By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA), in accordance with the requirements in OMB Circular A-133.

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov/index.html/#1>.

## **FEDERAL CLAUSES, IF APPLICABLE**

**ANTI-KICKBACK CLAUSE-** The contractor hereby agrees to adhere to the mandate dictated by the Copeland “Anti-Kickback” Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

**CLEAN AIR ACT-** The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

**ENERGY POLICY AND CONSERVATION ACT-** The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.

ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statutes required in the Anti-Lobbying Act and the Debarment Act.

### **INDEMNIFICATION AGREEMENT (HOLD HARMLESS)**

The CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the CONTRACTOR, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by CONTRACTOR as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

### **INDEPENDENT CONTRACTOR**

All of the CONTRACTOR's employees furnishing or performing services under the contract shall be deemed employees solely of the CONTRACTOR and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the University. The CONTRACTOR shall perform all services as an independent CONTRACTOR and shall discharge all its liabilities as such. No acts performed or representations made, whether oral or written, by the CONTRACTOR with respect to third parties shall be binding on the University.

### **INSPECTION OF FACILITIES**

It is the CONTRACTOR's responsibility to visit the site of the proposed service, inspect the site, utilities, equipment and particularly familiarize himself with the difficulties and restrictions regarding the execution of the proposed service. No additional allowance shall be granted to any CONTRACTOR because of lack of knowledge of conditions.

### **INSURANCE**

The CONTRACTOR shall procure and maintain for the duration of the Work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the CONTRACTOR, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR's bid. See specific requirements regarding insurance elsewhere in the ITB.

The insurance afforded by this policy shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail return receipt requested has been given to the University.

### **KEYS**

The CONTRACTOR shall sign for and be responsible for all keys issued to the Contractor's representative. Keys shall not be left in doors and shall not be used to admit anyone except recognized University personnel. All exterior entrance doors shall be closed, locked and checked before leaving the building each evening. All interior doors shall be closed, locked and checked before leaving the building each evening. Contractor will be responsible for working with the CONTRACT COORDINATORS to obtain schedules of when building should be open and/or locked.

In the event of loss of any keys, the CONTRACTOR shall reimburse the University in whole or in part to correct any breach of security in the facility or facilities. The University reserves the right to hold or deduct any costs from payments due the CONTRACTOR to insure reimbursement for the security breach caused thereby.

## **COMPLIANCE WITH LAWS**

The CONTRACTOR shall comply with all applicable laws, ordinances, and regulations of the local, state, and federal government in the performance of the contract.

The CONTRACTOR shall be responsible for strict compliance with all applicable local, state and federal laws concerning fair employment, minimum wage and equal opportunity practices.

## **LIENS**

The CONTRACTOR shall at all times keep the University free and clear from all liens asserted by any person, firm, or corporation for any reason whatsoever, arising from the furnishing of services (whether for services, work, labor performed, or materials or equipment purchased) by the CONTRACTOR pursuant to the terms of the contract. If any such lien shall at any time be filed against the University's premises in connection with the contract and the CONTRACTOR shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) calendar days after being notified of the filing of such lien, then the University may, without prejudice to any right or remedy available to the University, contact the surety or insurance company furnishing the performance guaranty and demand the lien be removed or discharged (by payment or bond or otherwise). The CONTRACTOR and its surety or insurance company shall be held liable for all costs and expenses (including attorney fees) incurred by the University in resolving said lien.

## **NON-EXCLUSIVE AGREEMENT**

The University reserves the right to purchase or receive services within the scope of the contract determined by the University to be within its best interests.

## **NOTICES**

Any notice required under the contract shall be in writing and sent by registered or certified mail to office of record the other party. Notification to the CONTRACTOR shall be to the last known address on file with the University, unless otherwise amended in the contract. Notification to the University shall be to University of Louisiana at Monroe, Purchasing Department, Coenen Hall 140, 700 University Ave., Monroe, LA 71209-2250.

## **PAYMENT**

As work progresses, the CONTRACTOR shall render monthly invoices to one of the CONTRACT COORDINATOR(S) based upon the amount of service completed at the end of each month. An original invoice and one duplicate should be forwarded to the Controller's Office, Coenen Hall, Room 103 by the last day of each month. Stated contract work completed shall be subject to the mutual agreement of the CONTRACT COORDINATORS. Payment shall be by check and payment will be mailed by the University Controller's Office during the following month. "If CONTRACTOR fails to pay any amount due for any reason within 90 days of the due date prescribed in the contract, CONTRACTOR shall pay, in addition to the payment, interest on the amount due at the rate established pursuant to Civil Code Article 2924(B)(1) per year, retroactive to fifteenth (15) calendar day following the established due date prescribed by the contract."

## **PERMITS AND LICENSES**

The CONTRACTOR shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for performance under the contract, and the CONTRACTOR shall post or display in a prominent place such permits and/or notices as are required by law.

## **PERSONNEL**

The CONTRACTOR agrees that, at all times, the employees of the CONTRACTOR furnishing or performing services under the contract shall do so in a proper, workmanlike, and dignified manner. The University reserves the right of removal of any supervisor or employee without cause within 24 hours.

## **PRESENCE ON UNIVERSITY PREMISES**

The CONTRACTOR agrees that all persons working for or on behalf of the CONTRACTOR whose duties bring them upon the University premises shall obey all University rules, policies, police security measures and vehicle regulations that are established by the University and shall comply with the reasonable directives of its University representatives and University Police. CONTRACTOR employees shall at all times be properly uniformed in clean, easily-recognized Contractor-issued apparel. Uniform Approved by CONTRACT COORDINATORS.

The CONTRACTOR agrees that all employees of the CONTRACTOR shall register their motor vehicles with the University Police Department and that all employees will pay the current annual faculty/staff vehicle registration fee. During the term of the registration, the employee shall be responsible for the payment of all traffic and parking fines assessed against the registered vehicle. However, in the event the employee fails to pay all recorded fines prior to the termination or expiration of employment or the contract, the CONTRACTOR will then become responsible for payment of all fines assessed against the employee.

The CONTRACTOR shall be responsible for the acts of its agents and employees while on the University premises. Accordingly, the CONTRACTOR agrees to take all necessary measures to prevent injury and loss to persons or property located on the University premises.

The CONTRACTOR shall be responsible for all damages to persons or property caused by the CONTRACTOR or any of its agents or employees. The CONTRACTOR shall promptly repair, to the specifications of the University's Physical Plant Department, any damage that the CONTRACTOR, its agents or employees, may cause to the University premises or equipment.

The CONTRACTOR shall not allow any party under 18 years of age or any party that is not on the CONTRACTOR's payroll in any facility at anytime.

## **PUBLICITY**

The CONTRACTOR shall not in any way or in any form publicize or advertise in any manner the fact that the CONTRACTOR is providing services to the University without the express written approval of the Director of Purchasing, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the CONTRACTOR from listing the University on its routine client list for matters of reference.

## **SAFETY**

The CONTRACTOR, its agents and employees shall practice safe work habits, make safe use of chemicals, and handle safely equipment employed. In addition, the CONTRACTOR shall use equipment, signs, barriers, or other devices to protect persons or property, and shall avoid the usage of hazardous materials that are not essential to the performance of

the contract. Any unsafe areas noted must be reported to the University Safety Officer whose office is located in the Physical Plant location.

CONTRACTOR employees shall at all times be properly uniformed in clean, easily-recognized Contractor-issued apparel.

## **SECURITY**

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, employees or agents, which may be brought or stored on the University campus.

## **STANDARDS OF PERFORMANCE**

The CONTRACTOR agrees to perform the services specified in the contract with that standard of care, skill, and diligence expected of a professional service provider in the performance of such services.

## **SUPERVISION**

The CONTRACTOR shall provide adequate and expert on-site managerial supervision for its agents and employees in the areas under the contract. Supervision will be exercised during all times an employee would be considered as “working”. The Supervisor will be the principle contact between the CONTRACTOR and the CONTRACT COORDINATORS.

## **SURRENDER OF PREMISES AND EQUIPMENT**

On termination or expiration of the contract, the CONTRACTOR shall vacate all parts of the University premises occupied by it and shall restore the premises to the University in the same condition as when originally made available to the CONTRACTOR, reasonable wear and use expected. Surrendered premises and equipment shall be left in a clean, orderly state satisfactory to the University.

## **SURVIVAL**

The terms, conditions and representations contained in the contract shall survive the termination or expiration of the contract.

## **TAXES**

The CONTRACTOR shall pay when due all taxes or assessments applicable to the CONTRACTOR. The CONTRACTOR shall comply with the provisions of the applicable statutes and the regulations of the applicable taxation authority. CONTRACTOR is NOT a public agency; therefore, CONTRACTOR is not exempt from sales & use taxes.

## **TERMINATION**

If, because of reasons beyond the control of the University (e.g. fire, legislative funding), business operation in any or all of the facilities of the University are interrupted or stopped, then the University shall have the right to terminate or suspend the contract immediately by certified written notice without any penalty thereof.

The University may terminate the contract at its convenience upon thirty (30) calendar days written notice at any time during the term of the contract. Any contract cancellation shall be served by registered or certified mail.

The CONTRACTOR may terminate the contract at its convenience upon sixty (60) calendar days written notice prior to the end of an academic semester (December 20th, May 15th). Any contract cancellation shall be served by registered or certified mail.

In the event of a possible termination for cause, if either party breaches any terms or conditions of the contract, the aggrieved party shall give the other party at least ten (10) calendar days written notification of the alleged breach. The aggrieved party shall set forth the alleged breach and demand compliance with the contract. Unless within thirty (30) calendar days after receiving such notice, the notified party has not contested such alleged breach or such breach has ceased or the notified party has made arrangements to correct the alleged breach, then the aggrieved party may terminate the contract, without prejudice to any right or remedy the aggrieved party may have, by giving written notice. Any contract cancellation shall be served by registered or certified mail.

## **USE OF UNIVERSITY FACILITIES**

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.

## **UTILITY SERVICES**

The University shall provide, at its own expense, services at existing outlets (electric power and domestic cold water) for the convenience of the CONTRACTOR. Any modification to existing outlets required or requested by the CONTRACTOR shall be at the CONTRACTOR's expense. The University shall not be responsible for any loss or delay sustained by the interruption or failure of these utilities for any cause whatsoever.

## **ADDITIONAL REQUIREMENTS**

### **EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR**

The CONTRACTOR shall provide at a minimum the following commercial equipment in operating condition for its custodial personnel: vacuum cleaners, (two motor upright with a high filtration disposable bags and a rating of not more than 72db for sound), wet/dry vacuum, low speed buffer(s), high speed buffer(s), automatic floor-scrubber, bathroom floor tile scrubbers, carpet shampooer, and furniture shampooer and power washer. The University will provide names of specialized stripper pads, buffer pads, and equipment as specified by flooring manufacturer. See Appendix B.

The CONTRACTOR shall provide at a minimum the following commercial supplies for its custodial personnel: whisk brooms, house brooms, push brooms, dust pans, bowl brushes, scrub brushes, dust mops, wet mops, mop buckets, mop wringers, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, wet floor signs, cleaning rags, dusting cloths, scrubbing pads, green pads, sponges, plastic can liners, rubber gloves, work gloves, urn sand, floor pads, vacuum cleaner bags, and various cleaners as approved by the CONTRACT COORDINATORS.

The CONTRACTOR shall maintain stock of toilet tissue, paper roll and/or C-fold towels, toilet-bowl deodorant block with hanger, urinal screens with deodorant blocks, and liquid hand soap in all restroom facilities. The restrooms are to be cleaned and restocked not less than twice daily.

**THE ULM WAREHOUSE STOCKS THE REQUIRED TOILET PAPER, PAPER C-FOLD TOWELS, PAPER ROLL TOWELS, AND LIQUID HAND SOAP. THE CONTRACTOR MAY PURCHASE THESE ITEMS FROM THE ULM WAREHOUSE AT PRICES ESTABLISHED BY ULM.**

An area shall be designated for storage of the CONTRACTOR's equipment and supplies, but ULM shall not be responsible or liable for such equipment or supplies and the security thereof.

The vehicle utilized by the CONTRACTOR in the performance of the contract is to be reflective of a professional cleaning operation. The CONTRACTOR may be requested to furnish a photograph of the vehicle to be utilized in the performance of the contract.

The CONTRACT COORDINATORS or their designated appointee reserves the right at any time to inspect the equipment, supplies and chemicals in use to verify contract compliance.

### **SUPPLIES TO BE PROVIDED BY THE UNIVERSITY**

The University shall furnish the following supplies to the CONTRACTOR: towel dispensers, toilet tissue dispensers, waste baskets, trash receptacles and indoor floor mats. The University reserves the right to deny any request for these materials if it is determined by the University as unnecessary for the facility desired.

### **MANAGEMENT**

The CONTRACTOR shall submit, in writing, the name(s) and phone number(s) of supervisory personnel that may be contacted at any time of day or night, Sunday through Saturday, including holidays, in the event of an emergency or problem. This information shall be submitted to the CONTRACT COORDINATORS and building resident manager within thirty (30) calendar days of commencement of the contract work.

The CONTRACTOR shall visit or telephone the CONTRACT COORDINATORS during the first week of each month to discuss the performance of the contract work.

### **PERSONNEL**

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.

CONTRACTOR EMPLOYEES SHALL AT ALL TIMES BE PROPERLY UNIFORMED IN CLEAN, EASILY RECOGNIZED CONTRACTOR-ISSUED APPAREL. Identification clothing shall be consistent in color and worn at all times while on campus.

### **SCHEDULING OF SERVICES**

The CONTRACTOR shall perform the services contemplated in this ITB without interfering in any way with the activities of the University's students, faculty, staff, or visitors. The CONTRACTOR shall schedule vacuuming and other cleaning tasks as not to disturb classes or other activities in progress.

The CONTRACTOR shall meet with the CONTRACT COORDINATORS and/or building manager(s) to work out the schedule of cleaning activities to be performed by the custodian(s). This cleaning schedule is to be coordinated with other facility activities as to not incur conflict. The CONTRACTOR shall contact the CONTRACT COORDINATORS to schedule a meeting within fourteen (14) calendar days after commencement of the contract work to establish this cleaning schedule.

The CONTRACTOR shall furnish, in writing, a final schedule of cleaning activities as discussed in the preceding paragraph. This information shall be submitted to the CONTRACT COORDINATORS and building manager(s) within fourteen (14) calendar days after the above scheduled meeting.

The CONTRACTOR shall cover the work hours(s) for the Week Monday through Friday 7:00 am to 5:00 pm. If there is an event scheduled before 7:00 am, or after 5:00 pm, Monday through Friday, the assigned employee's 40-hour work week schedule will be adjusted to cover these areas accordingly. The CONTRACT COORDINATORS

shall have the authority to adjust or amend the forty (40) hour week schedule as needed. The lunch hour and/or break will be staggered so coverage will be available through- out the work day.

## **SECURITY**

The CONTRACTOR shall not disturb papers on desks, open drawers, cabinets or lockers, use telephones, radios or office equipment, or tamper with personal property.

All interior doors and exterior entrance doors shall be closed, checked and locked before leaving the building each day. Should CONTRACTOR employees leave doors open/unlocked as required, CONTRACTOR shall be responsible for expenses incurred by ULM to secure the doors.

The CONTRACTOR shall report, in writing, to the CONTRACT COORDINATORS anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc.

## **SUBCONTRACTORS**

The CONTRACTOR shall perform all portions of the specified Work without the use of subcontractors.

## **SUPERVISION**

The CONTRACTOR shall provide, at a minimum, at least one (1) full-time supervisor working at times to be established by mutual agreement by the CONTRACT COORDINATORS and the CONTRACTOR.

The supervisor shall visit with the CONTRACT COORDINATOR(S) or his designated appointee at least one (1) time per week to discuss the performance of the contract work. Shall be at least three (3) employees in SUB/SC with a total of four (4) including Supervisor.

## **TRAINING COORDINATOR**

The CONTRACTOR will provide a Training Coordinator on a part-time, per hour schedule. The Training Coordinator will be responsible for monitoring and inspecting current ULM custodial service and will provide training services as needed to help both agencies maintain equal standards of service.

## **UNIVERSITY PERSONNEL**

The CONTRACT COORDINATORS or his designated appointee and building manager(s) shall at all time have access to the contract work when it is in progress.

The University reserves the right at any time to utilize its own custodial personnel or other CONTRACTOR's in the facility under contract.

## **UTILITY SERVICES**

The CONTRACTOR shall use lighting as deemed necessary to perform services in the immediate work area only. All lighting shall be turned off before leaving the area unless otherwise directed by building management personnel.

## **SPECIFICATIONS**

### **CUSTODIAL HOUSEKEEPING SERVICES and FACILITIES SET-UPS FOR SPECIFIED UNIVERSITY FACILITIES**

#### **SCOPE**

This contract shall include all labor, equipment, materials, service, supervision, cleaning supplies, and any other means necessary to perform custodial housekeeping service, hereafter referred to as custodial service, for hallways, stairs, lobbies, banquet rooms, balconies, and other public areas in the Student Center Building and Student Union Building and room(s) set-up and take-down (facility service) for scheduled events in the SUB, Student Center (meeting rooms), University Conference Center, and occasionally the University House.

#### **GENERAL**

Custodial service and facility service to be inclusive of the following:

- 1) Custodial service and facility service shall be made available in the building seven (7) days per week the entire contract term.
- 2) Custodial personnel and facility personnel may not use the lobby or other public areas for lunch or break periods.
- 3) Custodial employees and facility employees shall be required to clock-in and clock-out at the office provided by the ULM and a copy of the time card will be given to the CONTRACT COORDINATORS or his designated appointee upon request.
- 4) The CONTRACTOR shall be responsible for furnishing a replacement employee in the event of sickness or absence of the regular worker and notify the CONTRACT COORDINATORS of that replacement.
- 5) The CONTRACTOR may use weekends and holidays to accomplish weekly, monthly, semi-annual and annual services upon notification and in coordination with the CONTRACT COORDINATORS.

#### **SUPERVISION**

The CONTRACTOR shall provide at least one (1) full-time supervisor during the time established as the CONTRACTOR's employees work day. This supervisor shall be responsible for all or the CONTRACTOR's employees associated with complying with this contract. (custodial and facility service)

#### **FACILITIES DESCRIPTION & SERVICING REQUIREMENTS (See Appendix A)**

The University shall require a minimum number of service hours to be fulfilled for each facility as specified herein. These specified minimum number of service hours shall in no way be interpreted to limit the need for additional service time to thoroughly clean and maintain each facility.

- 1) Student Center Building - 2 story; Offices, meeting/conference rooms, hallway, restrooms, elevator, and stairs; \*Approximately 14,005 sq. ft. (for facility services, the student center consist of 2 conference rooms, 3 small meeting rooms, and a large "classroom". These rooms will have very limited set-up applications.
- 2) Student Union Building - 2 story; Offices, dining area, ballrooms meeting/conference rooms, study rooms, hallway, restrooms, elevator, stairs, exterior walkways, exterior balconies, and exterior stairs; \*Approximately 40,776 sq. ft. for facility services. The ballrooms are located on the second floor of the SUB and consist of a large ballroom

that can be divided into 5 smaller rooms and a foyer. These rooms are capable of accommodating multiple configurations. (theater style seating, workshops, receptions, conferences, departmental showcases, etc.) The ballroom is equipped with movable walls. The first floor of the SUB has a commuter lounge, study room and private dining area that will have very limited set-ups.

3) University Conference Center – located on the 7<sup>th</sup> floor of the library. Includes a Ballroom (4236 sq ft). 3 seminar rooms (approx 1400 sq ft) and a lobby area of 576 sq ft. The ballroom will accommodate multiple configurations and the seminar rooms will have minimum set ups.

4) University House is a guest residence with two meeting areas and rest rooms. Total square footage will be approx 1355 sq ft. This meeting area very seldom requires special set ups.

\* All area values are approximate and shall be confirmed by the CONTRACTOR

### SERVICE PERIODS

- 1) Daily
- 2) Weekly
- 3) Monthly
- 4) Fall/Spring - Spring/Summer & Summer/Fall Semester Break Servicing

### SCHEDULE SUMMARY FOR CUSTODIAL SERVICES

|   |   |
|---|---|
| Empty and clean trash receptacles             | Clean partition glass                           |
| Empty and clean cigarette but containers      | Clean and sanitize drinking fountains           |
| Sweep or dust mop hard surface floors         | Clean mirrors                                   |
| Periodic waxing & buffing of floors as needed | Clean lavatories and toilets                    |
| Vacuum carpets and rugs                       | Clean, disinfect, and sanitize restrooms        |
| Shampoo carpet as needed                      | Clean restroom fixtures                         |
| Sweep concrete entrance areas                 | Clean restroom partitions and doors             |
| Sweep and vacuum entrance mats                | Clean shelves and lavatory counters             |
| Clean and dust furniture                      | Refill restroom receptacles                     |
| Straighten furniture                          | Clean and move in place wall partitions         |
| Clean door and window glass                   | Dust/polish furniture on premises               |
| Clean interior and exterior windows           | Power wash balcony/concrete/steps around SUB/SC |
| Clean Trash in Grass around SUB/SC Build      | Air Fresheners and Batteries in all bathrooms   |

NOTE: (Mechanical rooms and air handler closets will be maintained by owner.)

### DAILY SERVICES

#### A. Floors

- 1) All hard surface floors shall be swept or dust mopped and wet mopped as needed
- 2) Not less than once weekly all hard surface floors shall be high speed burnished. Contractor will follow floor manufacturer specifications for floor care, refer to Appendix B.
- 3) All carpet shall be vacuumed with commercial vacuuming equipment.
- 4) All stairs and stairwells shall be swept and/or vacuumed (indoors and outdoors)
- 5) All spillage shall be removed from hard surface areas and wet mopped, or from carpet and vacuumed as required.

- 6) All exterior entrance concrete shall be swept
- 7) All entrance door mats shall be swept and/or vacuumed.
- 8) All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris.
- 9) All floor molding / wall / kickboards shall be wiped down when dusty and especially after waxing

B. Restrooms (May require multiple cleaning each day)

- 1) Floors shall be wet mopped with a disinfectant.
- 2) Toilets shall be cleaned and disinfected with an approved bowl cleaner.
- 3) Lavatories shall be cleaned, sanitized and rinsed thoroughly.
- 4) Shelves and lavatory counters shall be cleaned and sanitized.
- 5) Mirrors shall be cleaned.
- 6) Fittings and supply pipes shall be cleaned.
- 7) Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
- 8) Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.

C. Receptacles

- 1) Waste receptacles shall be emptied and resulting debris placed in designated areas. The custodian shall exercise extreme care in placing trash in bins in order not to have trash spill from the bins. The custodian shall not place trash in bins that are full.
- 2) Waste receptacles shall be sanitized and deodorized as necessary.
- 3) Recycling receptacles shall be emptied and resulting debris placed in designated areas. The custodian shall exercise extreme care in placing recycling materials in bins in order not to have spillage nor overflow from the bins. The custodian shall not place recyclables in bins that are full.
- 4) Recycling bins shall be sanitized and deodorized as necessary.

D. Dusting

- 1) All chairs, desks, filing cabinets, book cases, counters, tables, shelves, office furniture, etc. shall be cleaned, dusted and/or polished.
- 2) All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted.
- 3) Specified office machines, game machines, coolers and freezers shall be cleaned and dusted as indicated by building personnel.

E. Glass

- 1) Entrance and office door glass shall be cleaned and all postings shall be removed from designated non-posting areas. Commercial glass cleaner shall be used.
- 2) Partition glass shall be cleaned with a commercial glass cleaner.
- 3) Windows shall be cleaned with a commercial glass cleaner.

F. Miscellaneous

- 1) Drinking fountains shall be cleaned and sanitized.
- 2) Hallway, lobby and office walls shall be cleaned as required.
- 3) Hand marks shall be removed from painted surfaces as required.
- 4) Straighten all chairs, sofas, tables and other furniture in an orderly fashion.
- 5) Unlock exterior entrance doors and interior public areas each morning as designated.
- 6) Sweep surrounding building sidewalks, balconies, and covered walkways of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. All trash and debris between the building and sidewalk and around the perimeter of the building shall be picked up.
- 7) Immediately remove graffiti from interior and/or exterior of building

- 8) Do not re-use dirty water for any function.
- 9) Immediately squeegee/sweep/mop excess water on outside stairways after a rain.
- 10) Waste receptacles shall be cleaned, sanitized, and rinsed thoroughly.
- 11) Elevators should be cleaned daily

#### WEEKLY SERVICES

- 1) All hard surface floors shall be wet mopped with a neutral cleaner.
- 2) All hard surfaced areas shall be high speed burnished according to Fritztile care specifications. Additional floor finish shall be applied as needed to maintain finish depth.
- 3) Stairs and stairwells shall be wet mopped with a neutral cleaner.
- 4) All carpet shall have an approved granular or powder carpet fresh applied and vacuumed.
- 5) Wipe-down exterior furnishings.

#### MONTHLY SERVICES

- 1) Wash all interior plate glass windows.
- 2) Dust and damp clean all interior wall surfaces.
- 3) Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach.
- 4) Vacuum all heat and air vents of dust.
- 5) Vacuum all Venetian blinds of dust.
- 6) Check all cloth furniture for excessive soiling and stains. Clean and fabric protect material as needed to maintain overall appearance.
- 7) Areas requiring additional coats of wax shall be applied.

#### FALL/SPRING - SPRING/SUMMER & SUMMER/FALL SEMESTER BREAK SERVICING

Services shall be performed during the Fall/Spring (last two weeks in December/1st week of January; Spring/Summer (last two weeks of May); and Summer/Fall (first two weeks in August) semester break. CONTRACT COORDINATORS will provide a priority list of rooms and areas needing preparation for the Summer schedule.

Contractor will coordinate with their facility personnel and the ULM SUB/SC representative when preparing semester break scheduling.

- 1) Wash all exterior window glass accessible at ground level.
- 2) Upper level exterior windows shall be cleaned with the proper extension washer equipment or by other approved safe method acceptable and approved in writing by the CONTRACT COORDINATORS. This contract work shall be done in August prior to the beginning of Fall Semester.
- 3) Remove tape, hand prints, markings, etc. from walls and doors throughout the building.
- 4) Vacuum all curtains and draperies.
- 5) Wash and scrub all exterior stairwells.
- 6) Shampoo all carpeted areas with an approved system acceptable to the CONTRACT COORDINATORS.
- 7) Clean, shampoo and fabric protect all cloth furniture with an approved system acceptable to the CONTRACT COORDINATORS.
- 8) Clean lighting fixtures of all dust and insects
- 9) Power wash around SUB and balcony areas as needed
- 10) Strip the floors and wax the floors. Shall be 2 times a year.

#### SERVICES NOT REQUIRED

- 1) The watering and upkeep of plants throughout the facility.

- 2) The cleaning of coffee urns and the making of coffee for University personnel.
- 3) The running of errands for University personnel that are not related to custodial cleaning.

## SPECIAL BUILDING REQUIREMENTS

The University may be required to close an entire building, section, or wings of a building due to a decrease in use. As a result, the University reserves the right to pro-rate the monthly and semi-annual cost of any building by square footage of the area closed.

### Facilities Set Ups

Provide facility services to the Student Union Building (SUB) and the Student Center (SC) Services to include personnel, supplies, and equipment to include:

#### Definition of set up:

All inclusive set-up of the ballroom (standard set-up) and all inclusive take down of ballroom will be considered as 2 set-ups. Reconfiguring an Individual room within the ballroom will be counted as one set-up. Returning the same room to its original set-up will be counted as an additional set-up. Multiple room set-ups for an event are considered one set up. Returning rooms to original set-up will count as an additional set-up.

- 1) Price will cover up to 20 set-ups per week (Sunday-Saturday). Any set-ups above the 20 per week will not be charged more than \$20 per hour per person involved in the set-ups. Set-up will involve moving and setting up or taking down and storing, 5' tables, 6' tables, stackable chairs, movable walls, 60" round tables, 72" round tables, audio carts, podiums, PA systems and specialty items as needed.
- 2) Price will provide seven days per week coverage to handle weekend events. Exceptions for weekends when a holiday may fall shall be mutually agreed to by the parties. Weekends must have at least one FTE on duty when events are scheduled. Successful bidder will provide quarterly support visits from regional / national offices to discuss any program compliance, continuity or service issues with ULM personnel.
- 3) Price to include start up training and work schedule development.
- 4) CONTRACTOR will maintain all storerooms and stockrooms in an orderly manner.
- 5) CONTRACTOR will be responsible for any damage to walls, floor, and furniture while in performance of their duties.
- 6) ULM will provide table carts and chair dollies. Any additional equipment will be furnished by the CONTRACTOR.

**UNIVERSITY OF LOUISIANA AT MONROE  
BID RESPONSE FORM**

BIDDER'S NAME: \_\_\_\_\_

FEDERAL TAX ID No.: \_\_\_\_\_

TELEPHONE NO: (\_\_\_\_) \_\_\_\_\_ FAX NUMBER: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Scope of Service: CUSTODIAL HOUSEKEEPING SERVICES and FACILITIES SET-UPS FOR SPECIFIED UNIVERSITY FACILITIES

Service Location: University of Louisiana at Monroe, Selected Facilities

Contract Period: Start date: Fully Executed Contract, and terminate June 30, 2017 with the option to renew for two additional twelve months period.

I/we do hereby declare that I/we have carefully examined the bid requirements and specifications, and having personally inspected the site, that I/we have a clear understanding of the Invitation to Bid. I/we do hereby propose to provide the necessary labor, equipment, materials, supplies and other means for performing custodial housekeeping. I/we do hereby agree to maintain and complete, in a thoroughly professional manner, the proposed contract work for the bid prices indicated on the bid response forms.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_  
No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

**BID PRICE:**

Custodial Services for Selected Buildings/ Facility Services Set-Ups \_\_\_\_\_ PER MONTH

**TOTAL FOR** Custodial Housekeeping Services and Facilities Set-ups for the ULM Student Union, Student Center and facility set-up for the University Conference Center, University House \_\_\_\_\_ **PER YEAR**

**ALTERNATE** If bidder is including an alternate bid for consideration, please use separate form and include with bid package.

PRICE PER YEAR FOR ALTERNATE \_\_\_\_\_

B. The following information is required with bid response:

**BID RESPONSE FORM CONTINUED**

I. EACH BIDDER SHALL FURNISH A LIST WITH THE BID RESPONSE of at least five (5) client contracts of 250,000 total square feet or greater for which the Bidder is currently providing janitorial services in good standing. Of these five (5), at least two (2) of the accounts listed must be medical, college or university in order to establish the vendor's experience in handling contracts similar to the one presented in this ITB.

This list should include the name of THE BUSINESS, THE ADDRESS, THE TELEPHONE NUMBER, A CONTACT PERSON and THE APPROXIMATE SQUARE FOOTAGE of the business.

|    | BUSINESS NAME/ADDRESS/CITY/STATE | TELEPHONE | CONTACT | SQ. FOOTAGE |
|----|----------------------------------|-----------|---------|-------------|
| 1. | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
| 2. | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
| 3. | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
| 4. | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
| 5. | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |
|    | _____                            | _____     | _____   | _____       |

**BID RESPONSE FORM CONTINUED**

II. A complete list of cleaning chemicals to be used for daily, weekly, monthly, semi-annual and annual cleaning. The products must be listed by name brand and supplier. At a minimum, this list shall include all products required under Equipment and Supplies to be provided by CONTRACTOR.

Each bidder shall furnish documentation demonstrating their chemical safety training procedures. All State and Federal regulations shall be strictly adhered to which govern the uses and/or application of chemicals. All related liabilities associated with the application of chemicals are those of the CONTRACTOR. MSD sheets will be provided to ULM CONTRACT COORDINATORS by the CONTRACTOR for all chemicals prior to their use.

Refer to APPENDIX B for floor manufacture care specifications, general specifications for cleaning chemicals, can liners, paper towels, and toilet tissue.

| CLEANER                 | BRAND TO BE USED / SUPPLIER |
|-------------------------|-----------------------------|
| 1. Carpet/Rug Shampoo   | _____                       |
| 2. Disinfectant Cleaner | _____                       |
| 3. Fiberglass Cleaner   | _____                       |
| 4. Furniture Polish     | _____                       |
| 5. Germicidal Cleaner   | _____                       |
| 6. Glass Cleaner        | _____                       |
| 7. Gum/Graffiti Remover | _____                       |
| 8. Porcelain Cleaner    | _____                       |
| 9. Spot Stain Remover   | _____                       |
| 10. Toilet Bowl Cleaner | _____                       |
| 11. Upholstery Shampoo  | _____                       |

List below any additional cleaners to be used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BID RESPONSE FORM CONTINUED**

III. The CONTRACTOR may desire to utilize the services of the ULM Warehouse to purchase toilet paper, paper roll towels, and liquid hand soap.

IV. List at least two (2) cleaning supplier references to establish good standing and ability to secure cleaning supplies upon demand. (Please include name, address, phone number, and contact person.)

Please list Cleaning Supplier References below:

| BUSINESS NAME | BUSINESS ADDRESS | TELEPHONE | CONTACT |
|---------------|------------------|-----------|---------|
|---------------|------------------|-----------|---------|

|    |       |  |  |
|----|-------|--|--|
| 1. | _____ |  |  |
|    | _____ |  |  |
|    | _____ |  |  |

|    |       |  |  |
|----|-------|--|--|
| 2. | _____ |  |  |
|    | _____ |  |  |
|    | _____ |  |  |

## **BID RESPONSE FORM CONTINUED**

**PERFORMANCE BOND** – Required of successful Bidder in the amount of fifty percent (50%) of the Total Annual Awarded Price:

Bidder is to list the name, address (street/city/state/zip) & telephone number of the Louisiana licensed surety or insurance company that shall be used to furnish the required bonding if selected the successful Bidder.

The successful Bidder shall furnish a performance guaranty in the form of a bond from a surety or insurance company that is currently licensed to do business in the State of Louisiana. The surety or insurance company furnishing the performance bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

The requirement for a Performance Bond cannot be waived.

**BID RESPONSE FORM CONTINUED**

**INSURANCE INFORMATION TO BE PROVIDED BY BIDDER**

Bidder is to list the name and address (street/city/state/zip) of the Louisiana licensed insurance company that is intended to be used to furnish the required minimum levels of insurance coverage if selected the successful Bidder.

**WORKER COMPENSATION AND EMPLOYER LIABILITY STATUTORY MINIMUM COVERAGE**

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer's Address: \_\_\_\_\_

Check Insurer's A.M. Best Rating:  A Level;  B, C, D, E, F Level

Check Best Financial Size Category Rating:  VI or Greater;  V or Less

If Not A.M. Best Rated – State Type of Insurer: \_\_\_\_\_

Agent Company: \_\_\_\_\_

Agent Company Tel. No: \_\_\_\_\_

**COMMERCIAL GENERAL LIABILITY – \$1,000,000 MINIMUM COVERAGE**

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer's Address: \_\_\_\_\_

Check Insurer's A.M. Best Rating:  A Level;  B, C, D, E, F Level

Check Best Financial Size Category Rating:  VI or Greater;  V or Less

Agent Company: \_\_\_\_\_

Agent Co. Telephone No: \_\_\_\_\_

**BID RESPONSE FORM CONTINUED**

**AUTOMOBILE LIABILITY – \$1,000,000 MINIMUM COVERAGE**

Name of Insurer: \_\_\_\_\_  
(Not the Agent Company)

Insurer's Address: \_\_\_\_\_

Check Insurer's A.M. Best Rating: [ ] A Level; [ ] B, C, D, E, F Level

Check Best Financial Size Category Rating: [ ] VI or Greater; [ ] V or Less

Agent Company: \_\_\_\_\_

Agent Co. Telephone No: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

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 CONTRACTOR, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the CONTRACTOR's bid.

The CONTRACTOR, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best's rating of A-:VI or higher. This rating requirement may be waived for workers' compensation coverage only.

- A. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

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

- B. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the CONTRACTOR; products and completed operations of the CONTRACTOR, premises owned, occupied or used by the CONTRACTOR.

- C. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.

The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract and the CONTRACTOR does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

- D. An Umbrella Policy may be used to meet minimum requirements.

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

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

The successful Bidder shall be required to execute the below Indemnification Agreement as part of the ITB Requirements.

**INDEMNIFICATION AGREEMENT**

The CONTRACTOR agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of CONTRACTOR, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by CONTRACTOR as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Is Certificate of Insurance Attached? [ ] Yes [ ] No

**SIGNATURE CONSTITUTES ACCEPTANCE:**

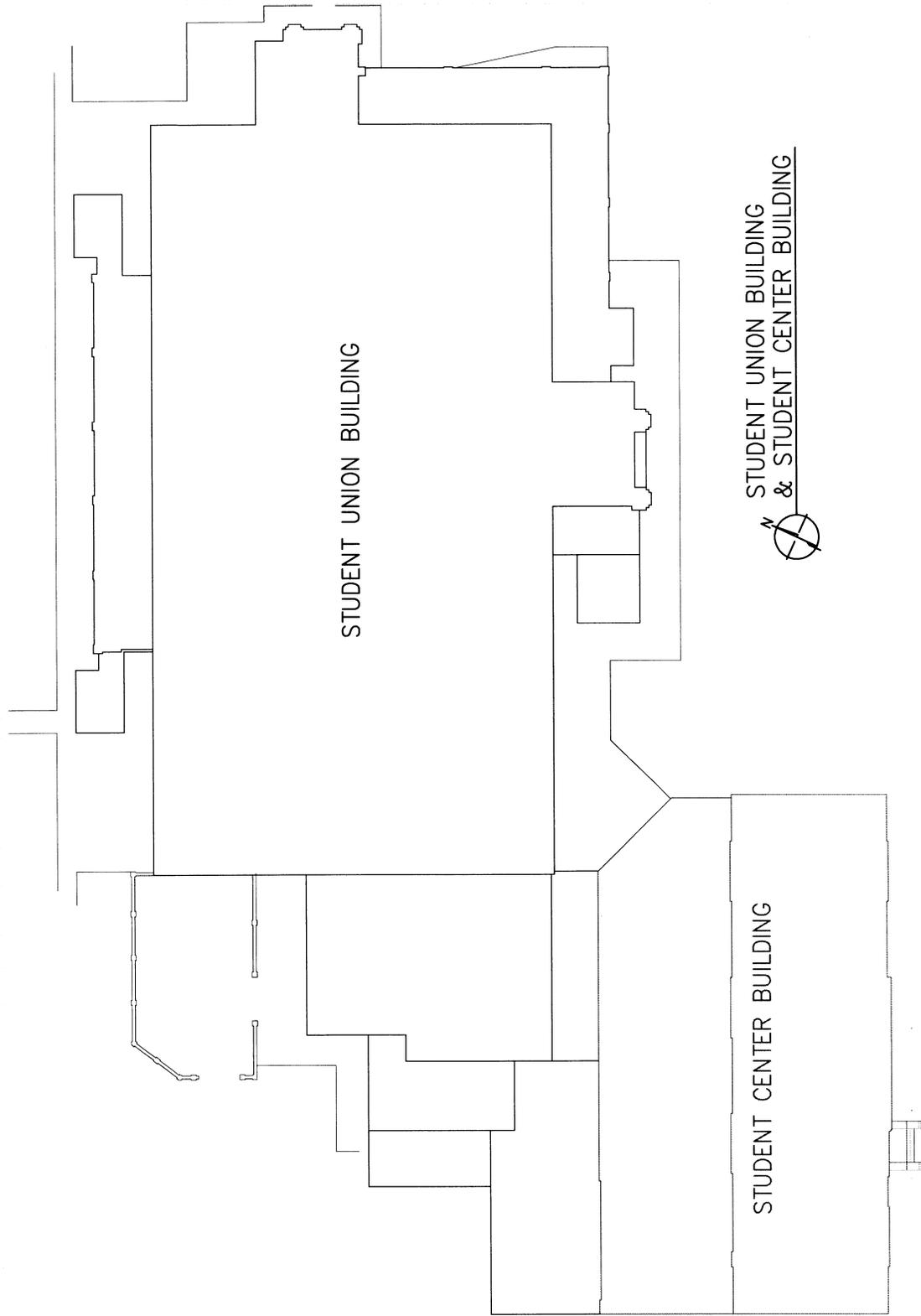
Signature to the bid response form shall be construed as acceptance of the ITB in its entirety.

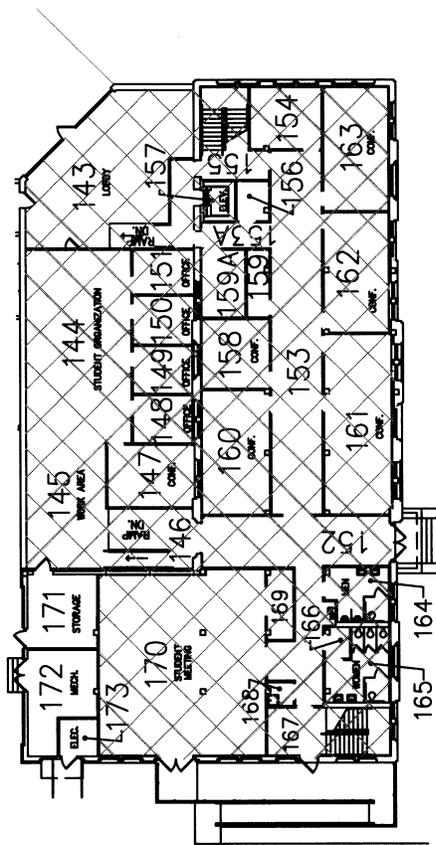
AUTHORIZED OFFICER: \_\_\_\_\_  
(Signature) (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

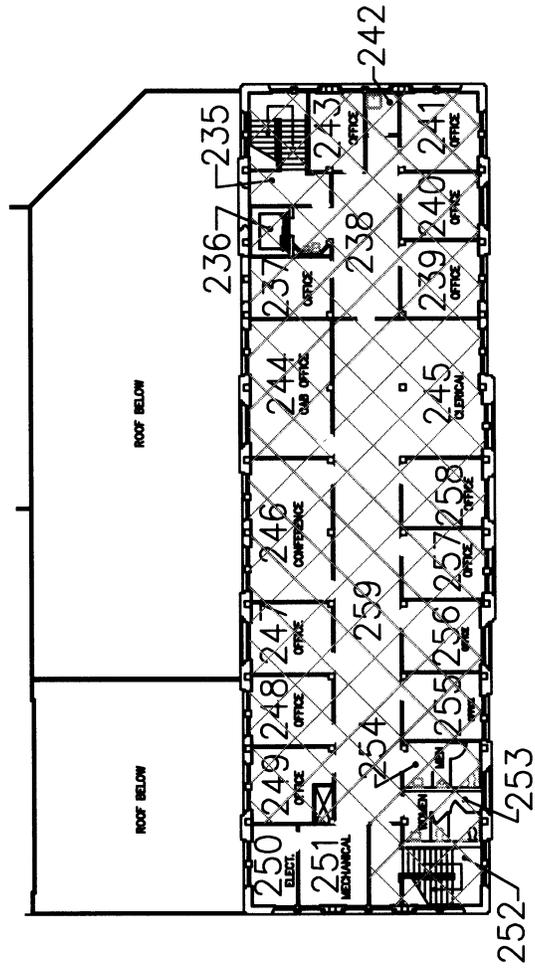
NOTE: Evidence of authority to submit the bid shall be required in accordance with R.S. 39:1594(C)(2)(d). The person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary or State; or (2) An individual authorized to bind the vendor as reflected by an accompanying resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

**APPENDIX A - BUILDING FLOORPLANS AND SQUARE FOOTAGE**

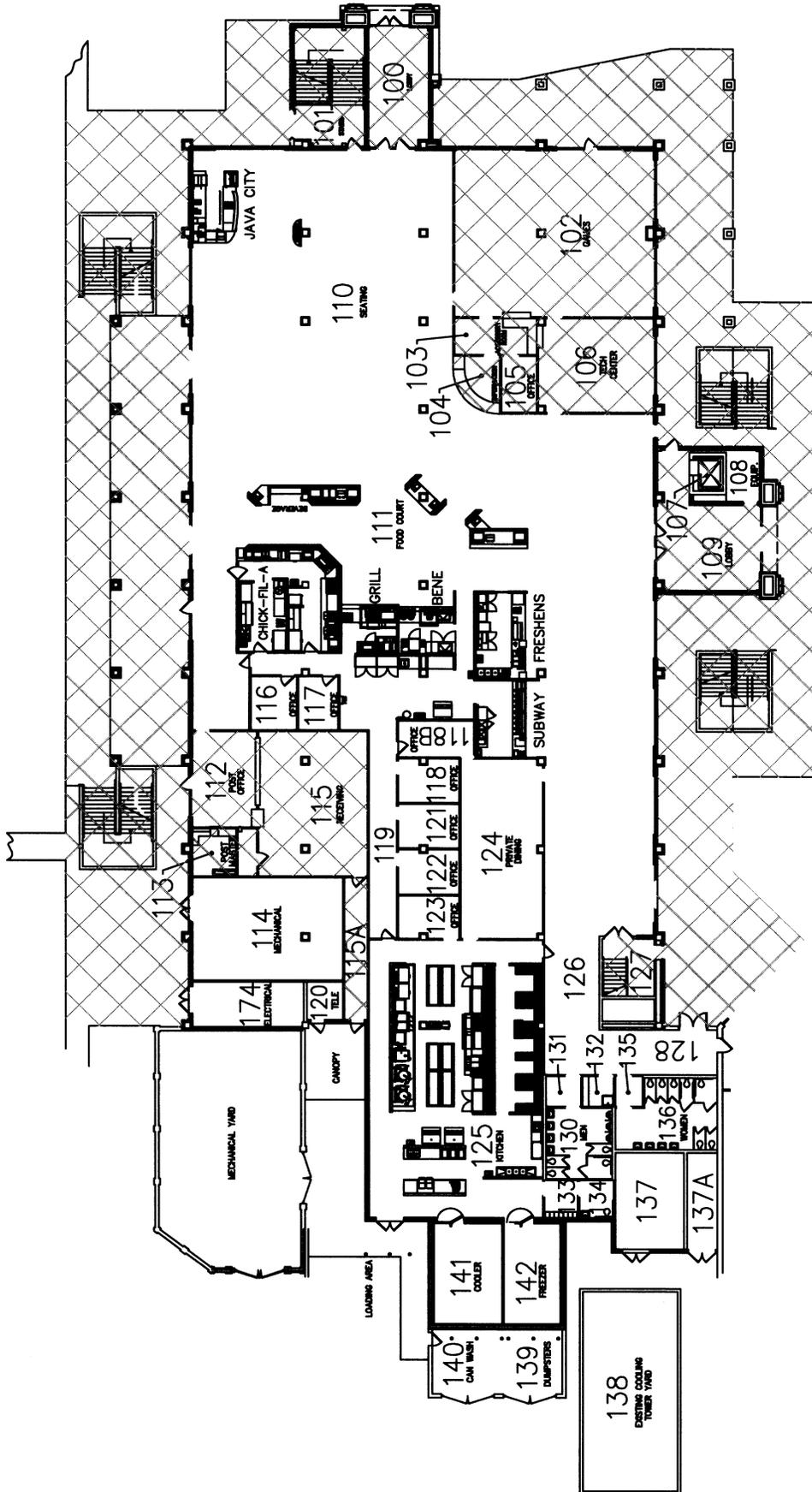




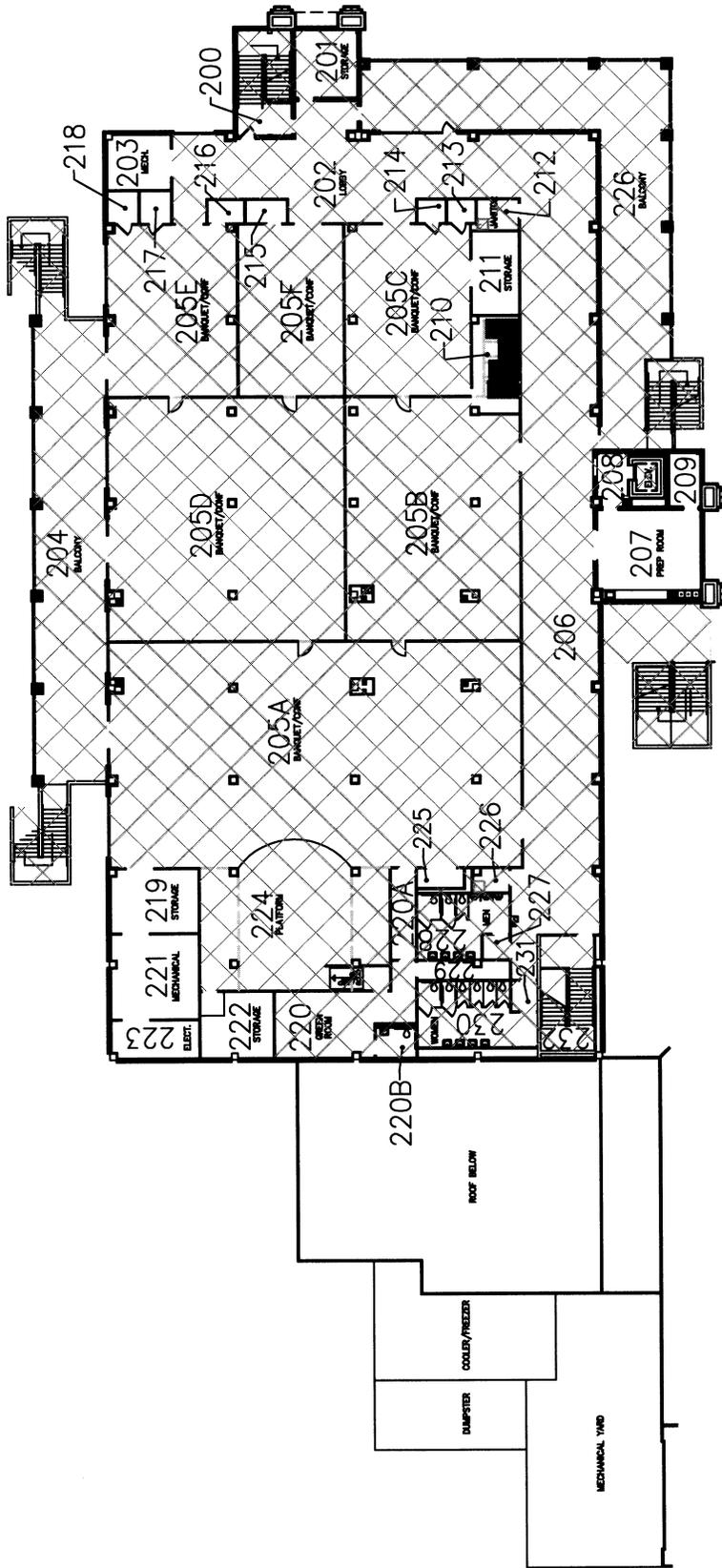
 STUDENT CENTER BUILDING  
FIRST FLOOR PLAN



N  
STUDENT CENTER BUILDING  
SECOND FLOOR PLAN




 STUDENT UNION BUILDING  
 FIRST FLOOR PLAN




 STUDENT UNION BUILDING  
 SECOND FLOOR PLAN





**APPENDIX B - FLOOR CARE AND CLEANING SUPPLY SPECIFICATIONS**

General Cleaning chemicals shall be equal to the following Johnson-Diversey products;

|                         |                                    |
|-------------------------|------------------------------------|
| Glass cleaner           | GLANCE® SC Glass Cleaner           |
| Mopping solution        | STRIDE Neutral Cleaner             |
| Disinfectant cleaner    | TRIAD Disinfectant Cleaner         |
| General purpose cleaner | GP Forward General Purpose Cleaner |
| Porcelain cleaner       | CREW Shower, Tub & Tile Cleaner    |

Liquid Hand Soap

Typical Properties

|                  |                 |
|------------------|-----------------|
| pH               | 6-9             |
| Appearance       | pink liquid     |
| Odor             | light fragrance |
| Specific Gravity | 1.005+          |

Plastic Can liners shall be equal to the following;

Can Liner-Linear low density on a roll. Covalence Plastics LSCP2325LC or approved equal. Liner to be 23"x25" 1.3 mil clear, packed 500 per roll.

Can liner-High molecular high density. Covalence Plastics HR404816N or approved equal. Liner to be 40"x48" 16micron/ 1.3 mil, natural packed 10/25 on coreless rolls.

Paper goods shall be equal to the following;

Toilet Tissue

Brand: LAUREL HILL; Stock No: BT-4141; Recycled two ply toilet tissue, fully wrapped. Sheet size: 4.1" TO 4.5"W X 4" TO 4-5/8"; 500 Sheets/Roll; 96 Rolls/Case. Recycled content: 100% Post consumer recovered: 20% Minimum.

Paper Turn Towel

Brand: GEORGIA-PACIFIC; Stock No: 26401; Non-perforated roll towel; Basic weight: 25 lbs; Color: Natural; Roll width: 8 inches; Linear feet per roll: 350'; Embossed: yes; 12 rolls per case. Case Cube: 1.91; Approximate case weight: 27 lbs; Absorbency: 100 sec. (Max seconds to absorb 1ml H<sub>2</sub>O); Dry Tensile: MD (gms/in) 2,000 min, CD (gms/in) 850 min; Recycled Fiber Content: 100% - Post consumer material content (minimum): 70%.

Paper C-Fold Towel

Brand: GEORGIA-PACIFIC; Stock No: 219-24; Folded size 3.75" x 10.25"; Towels per chipboard sleeve: 240; Sleeves per case: 10; Towels per case: 2400; Case Cube: 2.10; Approximate case weight: 22 lbs; Absorbency: 100 sec. (1-ply) (Max seconds to absorb 1ml H<sub>2</sub>O) 20 sec (2-ply); Dry Tensile: MD (gms/in) 1,400 min, CD (gms/in) 600 min; Wet Tensile: MD (gms/in) 475 min, CD (gms/in) 265 min; Caliper: .084; Secondary Fiber Content: 100%; Consumer Recovered Material content (minimum): 70%.

The flooring is manufactured by FritzTile. Their specifications require use of the following floor care products;

- **FCP-102 Floor Sealer**
- **FCP-300 DuroGloss Floor Sealer & Finish**
- **FCP-400 Floor Finish Stripper**
- **FCP-500 All Purpose Cleaner**

Specific specifications are as follows;

#### **FCP-102 Floor Sealer**

**DESCRIPTION:** FCP-102 Floor Sealer is the best way to prepare for long lasting protection against harsh cleaners, hard wear, abrasion and strippers.

**LIMITATIONS:** FCP-102 is not for finished coats. It is only to be used as a base coat sealer. FCP-102 must be coated with FCP-300. Do not leave FCP-102 exposed to traffic.

**MIXING & APPLICATION:** No mixing required. The floor surface must be completely dry and clean before FCP-102 can be applied. Use a rayon string mop, professional bar applicator or machine. With smooth, even strokes, spread 2 coats of FCP-102 over the entire floor surface. Make sure to cover the ends of the floor all the way to the wall. Apply the first coat of FCP-102 in a vertical (north/south) direction. Allow the first coat to dry completely. Drying time for the first coat should take about 45 minutes to 1 1/2 hours. Apply the second coat following the above directions, but in a horizontal (east/west) direction, perpendicular to the first coat. This direction change allows FCP-102 to properly deposit at the tile junctures. Allow the floor to completely dry before traffic or additional top coats can be applied. Water resistance is achieved if, 24 hours after application, polish does not show any adverse effects, such as whitening, spotting or streaking when water is applied to the film for one hour.

**COVERAGE:** Coverage rate is approximately 1000-1250 s. ft. (153 sq. m) per 1 U.S. gallon (3.8 liters)

**SHELF LIFE & WARRANTY:** Storage stability: one year minimum with no jelling or separation on standing. The warranty available on this product is made in lieu of all other warranties, expressed or implied. Any goods proven defective within one year of manufacture will be replaced. Manufacturer will not be responsible for damages in excess of the purchase price. User shall determine suitability of the product for chosen application and used assumes all risks for its use or handling.

#### **FCP-300 Duro-Gloss Floor Sealer & Finish**

**DESCRIPTION:** FCP-300 Duro-Gloss Floor Sealer & Finish is a high quality floor sealer/finish effective in renewing a floor's glossy shine in areas that have been dulled by repeated cleaning and mopping.

**LIMITATIONS:** FCP-300 is a water-based product and should not be used on outdoor surfaces. Storage stability is minimum 12 months with no jelling or separation on standing.

**MIXING & APPLICATION:** No mixing required. Apply directly from container. Apply FCP-300 Duro-Gloss as necessary to maintain gloss and rejuvenate worn traffic areas. The floor surface must be completely dry and clean. Using a rayon string mop, professional bat applicator or machine, apply FCP-300 in smooth, even strokes in a north/south direction. Allow to dry and apply a second coat in a east/west direction. Additional coats should be added as necessary to build desired performance level. FCP-300 can be high speed burnished for increased shine or left unbuffed for a more subtle gloss.

**COVERAGE:** 1,500 to 2,000 sq. ft. per gallon

**SHELF LIFE & WARRANTY:** Shelf life is one year if stored in a tightly sealed container. Limited warranty is made in lieu of all other warranties, expressed or implied. Any goods proven defective within one year of manufacture will be replaced. Manufacturer will not be responsible for damages in excess of the purchase price. User shall determine suitability of the product for chosen application and assumes all risks for its use or handling

### **FCP-400 Floor Finish Stripper**

**DESCRIPTION:** FCP-400 Floor Finish Stripper is a powerful stripper that is strong enough to remove hardened floor waxes and built-up layers of water resistant floor finishes.

**LIMITATIONS:** Never flood a Fritztile floor during stripping. Do not pour FCP-400 Floor Finish Stripper directly onto the tile surface. Do not use FCP-400 as a general purpose floor cleaner.

**SURFACE PREPARATION:** Move furniture/equipment as necessary. Sweep the floor with a broom or dust mop.

**MIXING & APPLICATION:** Use 1 part FCP-400 stripper to 20 parts clean water (6 oz. stripper per gallon of water). Apply with a mop or floor machine. For the fastest removal of wax or finish, use a floor machine and an abrasive pad. If areas under desks and along walls, or where heavy traffic is common have multiple coats of finish, use a solution of 1 part stripper to 3 parts water. Avoid splashing on painted base boards or walls. If this happens spotting may occur. Pick up soiled scrubbing solution with a mop or wet pickup vacuum. Rinse the floor thoroughly before applying floor finish,

**NOTE:** Strong concentrations on unwaxed floors may cause discoloration.

**SHELF LIFE:** One year

### **FCP-500 All-Purpose Cleaner**

**DESCRIPTION:** FCP-500 All-Purpose Cleaner is a neutral floor cleaner concentrate. This is a mild, but very effective general purpose cleaner widely used on all types of Fritztile and other hard surface floors. It contains organic and inorganic detergents and sequestrants that work well in both hard and soft water. In scrubbing operations with a rotary brush, the suds level is adequate but not stable, so that suds are easy to remove from the floor with a wet pick-up vacuum. FCP-500 All-Purpose Cleaner is safe for use in daily maintenance of floors that are protected with a water resistant finish.

**LIMITATIONS:** Never flood a Fritztile floor during stripping. Do not pour FCP-500 All-Purpose Cleaner directly onto the tile surface.

**SURFACE PREPARATION:** Dry sweep the floor with a broom or dust mop.

**MIXING & APPLICATION:** For daily maintenance of floors use 2 ounces of FCP-500 per gallon of clean water in a solution tank or rotary floor machine. Moderately soiled floors may require 4-6 ounces of FCP-500 per gallon. Heavily soiled floors need 6-8 ounces of FCP-500 per gallon. Spray or mop the solution on the floor surface and lightly scrub. Pick up the solution with a wet pick-up vacuum or squeegee and mop. Rinse the floor with clean water, but do not flood rinse. Allow the floor to dry before resuming foot traffic.

**SHELF LIFE:** One year

## APPENDIX C - SAMPLE CONTRACT

The University of Louisiana at Monroe  
Monroe, Louisiana

This Agreement, made and executed, on this \_\_ day of the month \_\_ in the year of our Lord, TWO THOUSAND and SIXTEEN, by and through \_\_\_\_, The University of Louisiana at Monroe, the Party of the First Part, and hereinafter designated as "University" and \_\_\_\_\_, Contractor, domiciled and doing business in \_\_\_\_\_, Party of the Second Part, and hereinafter designated as Contractor.

WITNESSETH, That, in consideration of the covenants and agreements herein contained to be performed by the parties hereto and of the payments hereinafter agreed to be made, it is mutually agreed as follows:

The Contractor shall and will provide and furnish all materials, equipment and labor and perform the work required to complete in a thorough and workmanlike manner, to the satisfaction of the University, project entitled **TO FURNISH CUSTODIAL HOUSEKEEPING SERVICES and FACILITIES SET-UPS FOR SPECIFIED UNIVERSITY FACILITIES**, in strict accordance with the Plans and Specifications which are on file in the Purchasing Department at The University of Louisiana at Monroe. The bid on this project, numbered Bid 50006-011, was opened on \_\_\_\_\_, at \_\_\_\_\_ 2:00 p.m.. The plans and specifications and the Proposal Form are made a part hereof as fully as if set out herein and hereby become a part of this contract. Contract amount is \$ \_\_\_\_.

It is agreed and understood between the parties hereto that the Contractor agrees to accept and the University agrees to pay for the work at the price stipulated in said Proposal, such payment to be in lawful money of the United States, and the payment shall be made at the time and the manner set forth.

This Agreement shall begin with signature of both parties and terminate on June 30, 2017. Based upon the mutual agreement of the contractor and University of Louisiana at Monroe, this contract may be extended for two (2) additional twelve (12) month periods beginning July 1, 2017 at the same prices and terms.

The full term of the contract including the possible two (2) extensions shall not exceed a period of thirty-six (36) months in total.

The State may terminate this Agreement at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date.

The State may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement provided that the State 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 corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Agreement 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 State to comply with the terms and conditions of this agreement, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

Any claim or controversy arising out of the agreement shall be resolved by the provisions of LSA-R.S. 39:1672.2-1672.4

The State Legislative auditor, federal auditors and internal auditors of the State, or others so designated by the State, shall have the option to audit all accounts directly pertaining to the contract for a period of five (5) years after project acceptance or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

This is the complete Agreement between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Agreement is entered into with neither party relying on any statement or representation made by the other party not embodied in this Agreement and there are no other agreements or understanding changing or modifying the terms. This Agreement shall become effective upon final statutory approval.

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

If any term or condition of this Agreement, or the application thereof, is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this Agreement are severable.

The University of Louisiana at Monroe

\_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

