

REQUEST FOR PROPOSAL
OUTSOURCING OF UNO'S FACILITY SERVICES
DEPARTMENT



Solicitation Number: RSV2601

Proposal Opening Date: April 14, 2020

Proposal Opening Time: 2:00PM

Purchasing Agent: Susan Varble

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**REQUEST FOR PROPOSAL
FOR
OUTSOURCING OF UNO'S FACILITY SERVICES DEPARTMENT**

PART I: ADMINISTRATIVE AND GENERAL INFORMATION

1.1 Background

The University of New Orleans (hereinafter referred to as the "University" or "UNO") is an urban research University in the State of Louisiana, categorized as an SREB Four Year 2 Institution, as a Carnegie Doctoral/Research University – Intensive, and as a COC/SACS Level VI Institution. Established in 1958, UNO is a member of the University of Louisiana System offering degrees through five undergraduate colleges and a graduate school.

UNO serves approximately 8,000 students by offering more than 100 degree programs. Enrollment comes from nearly every state in the U.S. and over 85 foreign countries.

The University is a "walking campus", with most classes located within 10 minutes of each other. In the Fall of 2019 UNO had approximately 1,400 students living on campus in our two residence halls and two apartment complexes.

The University operates on a fiscal year that runs from July 1 through June 30 each year. Because we are a public university, this coincides with the State of Louisiana's fiscal year.

The University has 59 total buildings/facilities with approximately 2,609,377 total gross square feet (see Exhibit E). The University's campus grounds consist of approximately 304 acres (200 acres on the Main Campus and 104 on the East Campus).

The University currently outsources all Facility Services functions, including custodial, grounds and maintenance to a single contractor. The current Contractor is Sodexo Operations, LLC.

The University currently has four employees performing facility services related tasks (see Exhibit C).

A UNO Building List is attached (Exhibit E) which reflects the gross square footage for each building and net square footage less mech/elec rooms, janitor's closets, telecomm rooms, elevator equipment rooms, pump rooms, courtyards and unfinished areas.

The annual contract amount with the current contractor for the period September 3, 2015 – January 31, 2020, is broken out on Exhibit B.

The contract period is September 3, 2015 thru August 31, 2020.

Under our current contract, the Facility Services Contractor is required to provide comprehensive facility operations and maintenance services for the University and is required to furnish all labor,

equipment, machinery, transportation and other implements necessary to execute the contract including:

1.1.1 Operational Services - Those activities required for the performance of the normal functions for which a building is used. Under our current contract, the Facility Services Contractor is responsible for 100% of all charges (materials, supplies, labor, etc.) for the performance of operational services, including:

1.1.1.1 Custodial services – APPA Custodial Service level III for all buildings designated on Exhibit E, Building List

The following tasks are included in this service:

- Internal windows, walls, and ceilings
- Residential Housing - Pontchartrain Halls and Lafitte Village. In addition to normal custodial services, UNO's residential housing utilizes a room-by-room as needed "Make Ready" service when the rooms are not occupied (between semesters, etc.) No services are provided under our current Facilities Services Contract for Privateer Place apartments.
- Flexible hours, to include evenings, and weekend services are required for certain buildings (laundry room in the dorms, University Center, Library, Recreation and Fitness Center, and Aquatic Center).

1.1.1.2 Grounds/Landscaping/Litter and Debris pick-up services – APPA Grounds Standards level III

1.1.1.3 All solid waste campus-wide and hazardous waste (generated by Facility Services) pick-up and disposal, including waste wet/dry from the food service facilities. Disposal of hazardous waste such as lab chemicals, etc. are the responsibility of the University except for hazardous waste produced by Facility Services (old paint, adhesives, tires, etc.) which are disposed by the Facilities Services Contractor. Hazardous waste must be in compliance with DEQ rules (especially the accumulation of tires).

1.1.1.4 Operation of service call center - A Service Center that is responsible for creating, issuing, and being accountable for work orders as requests are submitted for maintenance work, trouble calls and emergency situations and maintaining stockroom inventory. Other services include dispatching emergency and trouble calls via two-way radio, providing all preventative maintenance work orders, processing all key requests through Key Access Control, creating work statistic reports as requested on projects, gas smells, hot/cold calls etc., contacting service providers for elevators and automatic doors for repair service, and accepting and directing various calls for assistance in areas concerning buildings, rooms and roof access as well as all Central Utility Plant calls, maintaining all two-way radio equipment, and keeping Building Coordinator list up to date.

1.1.1.5 Operation of Central and East Campus Utility Plants - The Central Utilities Plant is responsible for supplying the main campus with heating water, cooling water and compressed air from three utility plants. These three utility plants contain 7,550 tons of refrigeration equipment, 7,550 tons of cooling towers, 50 HP air compressors, and 1,600 HP of hot water boilers. Terminal HVAC equipment in 25+ main campus buildings is in excess of 500 individual pieces such as Air Handling Units, filtration systems, water pumps, heat exchangers and control systems.

In addition to the above described equipment on the main campus, CUP personnel operate and maintain an east campus utility plant containing 2,000 tons of refrigeration, 2,000 tons of cooling towers, 400 boilers HP and an additional dozen water pumps to service the Lake Front Arena. .

The current Facility Services contract requires the provision of one stationary engineer and one operating engineer 24 hours per day for 365 days per year at the Main Campus Central Plant. Also, one operating engineer for the East Campus for two 8 hour shifts daily depending on events. This is not always be the same two shifts every day (morning, afternoon, night) but needs to be flexible to insure that coverage was provided during any events held in the Arena.

The Current Facility Services Contractor is responsible for all functions of the Central Plant, including but not limited to:

- Operate, monitor and maintain mechanical equipment at all Central Plants
- Ensure campus utility services (air conditioning, hot water, etc.) are provided as necessary
- Monitor and respond to fire and trouble alarms
- Test and maintain proper chemical levels in heating and cooling loops
- Maintain, update and repair automation system
- Record water and electric meters
- Replace filters and perform preventive maintenance on AHU's
- Coordinate activities of contractors
- Respond to all service calls and repair or make adjustments as required
- Provides operational and chemical service to cooling towers
- Emissions testing, eddy-currents, major teardowns and compressor replacements

The campus is served by a Johnson Controls Metasys brand building automation system that is being upgraded in house by the University to a new Johnson Controls Facility Explorer building automation system which is currently 79% complete. CUP personnel maintain, repair and re-program controls campus wide. The building automation system also serves as a monitor of the main campus building fire alarm systems.

1.1.1.6 Pest control services - Includes all buildings (see Exhibit E) and buildings must be kept pest free. Termite treatment as needed.

1.1.1.7 Grease trap service, which includes grease removal and grease trap cleaning

1.1.1.8 All Supervision/Administration/Clerical support

1.1.1.9 Chemical treatment for all of the hot and chilled water systems on campus (see Exhibit D).

1.1.1.10 All legally required inspections

1.1.1.11 Locksmith service - The current Facility Services Contractor provides locksmith services and is responsible for maintenance, repair and installation of most hardware on over 7000 doors on the University campus. This hardware includes mechanical and stand alone electronic locksets, panic hardware, door closers, hinges, flush bolts and push/pull plates. The locksmith is also responsible for maintaining records of the University master key

systems as well as developing new master and sub-master key systems when needed. The locksmith shop also cuts and issues all University keys through the office of key and card access control. The shop performs preventive maintenance to all locking mechanisms, removing broken keys from cylinders, re-pinning worn cylinders, re-keying cylinders for lock changes, picking open locks, picking open file cabinets, installing file cabinet locks, opening doors for contractors and service personnel, pinning pad locks to the master system, ordering and stocking materials for the lock shop and reviewing plans for new construction and renovation projects.

1.1.1.12 Motor Pool Services Motor Pool - This includes receiving hard copy forms from UNO departments with vehicles and submitting all monthly web-based forms required by the State of LA for all UNO vehicles (see Exhibits G & H). The University will purchase gasoline and diesel for storage in UNO owned tanks for use by UNO vehicles. Contractor will reimburse the University for all gasoline and diesel used by Facility Services. Charges for all repairs on UNO vehicles repaired in UNO's Auto Mechanics Shop (except for vehicles used by Facility Services) may be billed to UNO departments through interdepartmental invoice

1.1.2. **Special Operational Services** – Those activities required for the performance of the normal functions for which a building is used but which can vary substantially from year to year. Under our current contract, the Facility Services Contractor is responsible for all charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000 per occurrence. The University is responsible for all charges (materials, supplies, labor, etc.) for that portion of cost/value over \$5,000 per occurrence upon approval by the University.

This includes:

1.1.2.1 Moving services provided by 3rd party contractors

1.1.2.2 University Sponsored event set-up. ***NOTE***1) For events sponsored by outside parties held at UNO the Contractor has provided rates for event set ups services which are charged to the outside sponsor by the University, collected by the University and passed through to the Contractor. 2) Events at the University Center (UC) should not be included in Special Operational services.

1.1.2.3 Emergency Response/Disaster Recovery

1.1.2.4 External window cleaning

1.1.3 **Maintenance Services** – Under our current contract, the Facility Services Contractor is responsible for all charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000 per occurrence. This includes but is not limited to all trades, electrical, plumbing, carpentry, HVAC and painting as well as responsibility for the Utility plants and service center. The University is responsible for all charges (materials, supplies, labor, except for Facility Services Contractor's employees, etc.) for that portion of cost/value over \$5,000 per occurrence upon approval by the University. This includes all types of maintenance including but not limited to preventative, corrective, reactive, routine, emergency, planned and predictive, inspection, testing, repair, renovation and construction to UNO facilities (including drain cleanouts, repair and replacement of dirty ceiling tiles). The Contractor is responsible to maintain UNO's swimming pools, however, water treatment of the pools is the responsibility of UNO.

1.1.4 **Provision of Maintenance Contracts** - Under our current contract, the Facility Services Contractor is responsible for providing maintenance contracts equal to or better than the University's previous Maintenance Contracts - The contractor is responsible for the fixed price portion of the maintenance contracts, however, for repairs not covered under the maintenance contracts, the Contractor is responsible for all charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000

per occurrence. These non-covered repairs (up to \$5,000 per occurrence) are included in the \$880,969 (first year) annual budget.

- i. Elevator Maintenance – 2014 FY Fixed Cost \$91,185
- ii. Fire Alarm Maintenance – 2014 FY Fixed Cost \$32,983
- iii. Fire Extinguisher Inspect, Test and Replace 2014 FY \$16,103
- iv. Grease trap service – 2014 FY Fixed Cost \$4,300
- v. Kitchen Vents – 2014 FY Fixed Cost \$6,575
- vi. Natural Gas Surveying and Testing – 2014 FY Fixed Cost \$7,200
- vii. Test and inspect Fire Pumps & Sprinklers – 2014 FY \$4,239

In our current contract for Facility Services, the Facility Services Contractor is required to provide a Maintenance Supplies and Expense budget of \$880,969 per year (first year amount).

In FY 2014, the year prior to Facility Services outsourcing, charges to UNO for Pest Control, Solid Waste, Water Treatment and Maintenance Contracts (fixed price portion) was \$423,086.81. The cost for these services were included in the Maintenance Supplies and Expense budget of \$880,969. The current Facility Services Contractor is responsible for the cost of these services regardless of their actual cost whether greater or less than \$423,086.81. The remaining amount (\$880,969 - \$423,086.81 = \$457,882.19) was the year one Fixed M&R Budget. The Fixed M&R Budget in year 1 was \$457,882.19.

The current Facility Services Contractor is responsible for all charges (material, supplies, labor, etc.) up to a cost/value of \$5,000.00 per occurrence for Special Operations Services and Maintenance Services until the fixed M&R Budget is depleted, then the University is responsible for these charges.

No charges are made to UNO for the current Facility Services Contractor's on-site employees' labor time for any use (other than the annual contract total which was \$5,123,552.24 in year one). No deduction from the Fixed M&R Budget is made for the current Facility Services Contractor's on-site employees' labor time for any reason.

The current Facility Services Contractor's budget pertains to normal Maintenance and Repair events and does not include Projects, however, if current Facility Services Contractor's labor can be utilized on small projects without negatively impacting their ability to perform their day to day M&R responsibilities then that is done at no cost to UNO.

Normal Maintenance and Repair (Normal M&R) is defined as those activities necessary to keep facilities, systems, property, machinery, building, grounds and infrastructure operational and in good working order and to prevent their failure and/or degradation.

Projects are defined as any construction or renovation activity that changes the function or use of facilities, systems, property, machinery, building, grounds and infrastructure or eliminates/relocates utilities or architectural components.

1.1.5 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Louisiana Revised Statute 39:1595 from bona fide, qualified proposers with sufficient financial resources who are interested in providing all labor, supervision, equipment, materials, supplies,

tools and transportation to perform facilities Custodial and Event Set-up Services and Maintenance Services as defined in the RFP for the University. The University will accept proposals from qualified proposers for Custodial and Event Set-up Services only, Maintenance Services only or from proposers able to provide both Custodial and Event Set-up Services and Maintenance Services. Custodial and Event Set-up Services will be awarded to the highest scored proposal for Custodial and Event Set-up Services. Maintenance Services will be awarded to the highest scored proposal for Maintenance Services. So, if a contractor submits a proposal that includes both Custodial and Event Set-up Services and Maintenance Services, they may be awarded Custodial and Event Set-up Services or Maintenance Services or both services depending upon whether or not they are the highest scored proposal for each section (Custodial and Event Set-up Services and Maintenance Services).

1.1.6 Goals and Objectives

The University of New Orleans desires to obtain effective and efficient operation of its Facility Services in accordance with acceptable objective standards.

1.2 Definitions

A. Shall – The term “shall” denotes mandatory requirements per RS: 39:1556(24).

B. Must - The term “must” denotes mandatory requirements.

C. May - The term “may” denotes an advisory or permissible action.

D. Should – The term “should” denotes a desirable action.

E. Contractor – Any person having a contract with a governmental body.

F. Agency - Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.

G. State - The State of Louisiana.

H. Discussions - For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

I. RFP – Request for Proposal

J. University – The University of New Orleans

K. Facilities – Buildings, grounds, infrastructure, mechanical and electrical systems, including but not limited to classroom buildings, laboratories, faculty or administrative offices, residential housing, athletic and entertainment complexes, or other facilities used for and support the conduct of the educational and administrative functions of an institution of higher education that require housekeeping, maintenance, grounds, and utility operation services.

L. Maintenance – All types of maintenance (including but not limited to preventative, corrective, reactive, routine, emergency, planned and predictive), inspection, testing, repair, renovation and construction to UNO facilities.

M. Work Order – A request that consists of a single task or series of tasks for services from a UNO department or request for services generated by Facility Services for maintenance or repair on a single item of equipment. Contractor should not artificially combine work orders to exceed the \$5,000 threshold. (See definitions of services below.)

N. Fixed M&R Budget – That annual budget amount set aside by the Facility Services Contractor for the completion of the first \$5,000 of Special Operational Services and Maintenance Services.

O. Maintenance Services – Services as described in section 2.1.2 of this RFP.

P. 100% Cost Maintenance Services – The Maintenance Services for which the Contractor will be responsible for 100% of all charges (materials, supplies, labor, etc.) as described in section 2.1.2.1 of this RFP.

Q. Partial Cost Maintenance Services – The Maintenance Services for which the Contractor will be responsible for all charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000 per occurrence as described in section 2.1.2 of this RFP. This includes but is not limited to all trades, electrical, plumbing, carpentry, auto mechanics, HVAC and painting. The University will be responsible for all charges (materials, supplies, labor, etc.) for that portion of cost/value over \$5,000 per occurrence upon approval by the University. This includes all types of maintenance including but not limited to preventative, corrective, reactive, routine, emergency, planned and predictive, inspection, testing repair, renovation and construction to UNO facilities.

R. APPA Level of Service Criteria – Please see Exhibit F

S. Per Occurrence – The work requested on a single Work Order.

T. Normal Maintenance and Repair (Normal M&R) is defined as those activities necessary to keep facilities, systems, property, machinery, building, grounds and infrastructure operational and in good working order and to prevent their failure and/or degradation.

U. Projects are defined as any construction or renovation activity that changes the function or use of facilities, systems, property, machinery, building, grounds and infrastructure or eliminates/relocates utilities or architectural components.

V. Custodial and Event Set-up Services - Services as described in section 2.1.1 of this RFP.

1.3 Schedule of Events

	<u>Date</u>	<u>Time (CT)</u>
1. RFP mailed to prospective proposers and posted to LaPAC	2/19/20	
2. Pre-Proposal Conference (attendance is highly recommended)	3/5/20	10:00 am
3. Deadline to receive written inquiries	3/16/20	noon
4. Deadline to answer written inquiries	3/30/20	
5. Proposal Opening Date (deadline for submitting proposals)	4/14/20	2:00 pm
6. Oral discussions with proposers	5/14/20	
7. Notice of Intent to Award to be mailed	6/15/20	
8. Contract Initiation	6/30/20	

NOTE: The University reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

1.4 Proposal Submittal

This RFP is available in electronic form at the LaPAC website <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. It is available in PDF format or in printed form by submitting a written request to Susan Varble, Director of Purchasing, sfvarble@uno.edu.

It is the Proposer's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. The University is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal.

All proposals shall be received by the UNO Purchasing Office **no later than the date and time shown in the Schedule of Events.**

Important - - Clearly mark outside of envelope, box or package with the following information and format:

Proposal Name: Outsourcing of UNO's Facility Services Department
Solicitation Number: RSV2601
Proposal Opening Date: 4/14/20 @ 2:00PM

Proposals may be mailed, delivered by hand or courier service to our physical location at:

Purchasing Office
Administrative Building Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, LA 70148

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The University is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.5 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** The cover letter should exhibit the Proposer's understanding and approach to the project. It should indicate if the firm's proposal is for Custodial and Event Set-up Services, Maintenance Services or both. It should contain a summary of Proposer's ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the University.

ATTENTION: Please indicate in the Cover Letter which of the following applies to the signer of this proposal. Evidence of signature authority shall be provided upon the University's request.

1. The signer of the proposal 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 the University before contract award.**
2. The signer of the proposal is a representative of the proposer authorized to submit this proposal 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 to the Cover Letter or provided upon request.**
3. The proposer has filed with the secretary of state an affidavit **or** resolution **or** other acknowledged/authentic document indicating that the signer is authorized to submit proposals for public contracts. **A copy of the**

applicable document must be submitted to the University before contract award.

4. The signer of the proposal has been designated by the proposer as authorized to submit proposals on the proposer's vendor registration on file with the Office of State Purchasing (OSP).

The cover letter should also

- Identify the submitting Proposer and provide their federal tax identification number;
- Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer;
- Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

B. **Table of Contents:** Organized in the order cited in the format contained herein.

C. **Financial Proposal:** Proposer's fees and other costs, if any, shall be submitted on attached price schedule, Exhibit A. Prices proposed shall be firm for the duration of the contract. This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with the University.

D. **Technical Proposal:**

Custodial and Event Set-up Services

1. **Proposer Qualifications and Experience:** History and background of Proposer, financial strength and stability, related services provided to government entities, existing customer satisfaction, etc.
2. **Approach and Methodology:** Illustrating and describing proposed technical solution and compliance with the RFP requirements.
 - a) Plan for Providing Services
 - b) Plan for Service Improvement
 - c) Staffing and Training
 - d) Sustainability
 - e) Project Schedule: Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc.

Maintenance Services

1. **Proposer Qualifications and Experience:** History and background of Proposer, financial strength and stability, related services provided to government entities, existing customer satisfaction, etc.

- a) Plan for Providing Services
- b) Plan for Service Improvement
- c) Staffing and Training
- d) Innovative Concepts: Presentation of innovative concepts, if any, for consideration.
- e) Software
- f) Sustainability
- g) Project Schedule: Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, etc.

1.5.1 Number of Response Copies

Each Proposer shall submit one (1) signed original response. Nine (9) additional copies of the proposal should be provided, along with one electronic copy, as well as one (1) redacted copy, if applicable (See Section 1.6).

1.5.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.6 Confidential Information, Trade Secrets, and Proprietary Information

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

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

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the University shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the University’s right to use or disclose data obtained from any source, including the proposer, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or other person seeks review or copies of another proposer’s confidential data, the University will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the University and hold the University harmless against all actions or court proceedings that may ensue (including attorney’s fees), which seek to order the University to disclose the information. If the owner of the asserted data refuses to indemnify and hold the University harmless, the University may disclose the information.

The University reserves the right to make any proposal, including proprietary information contained therein, available to University personnel, OSP personnel, the Office of the Governor, or other state agencies or organizations for the sole purpose of assisting the University in its evaluation of the proposal. The University shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the University. When submitting your redacted copy, you should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

1.7 Proposal Clarifications Prior to Submittal

1.7.1 Pre-proposal Conference

A pre-proposal conference will be held at 10:00 a.m. on March 5, 2020 in Administration Building Room 101. Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm intending to submit a proposal should have at least one duly authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the University will be stated in writing in response to written questions.

1.7.2 Proposer Inquiry Periods

The University shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our department customers. The University reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto. *Without exception*, all inquiries MUST be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section (even if an answer has already been given to an oral question during the Pre-proposal conference). All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Section 1.3 Schedule of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the University. Inquiries received after the established deadline shall not be entertained. Inquiries concerning this solicitation shall be delivered to the University's contact person for this RFP, Susan Varble, by mail, express courier, e-mail, hand, or fax to:

Purchasing Office
Administration Building Annex 1004G
University of New Orleans
2000 Lakeshore Drive
New Orleans, Louisiana 70148
Fax: (504) 280-6297, Phone (504) 280-6171
Email: sfvarble@uno.edu

Only the person identified above or their designee has the authority to officially respond to Proposer's questions on behalf of the University, including during the Blackout Period. Any communications from any other individuals are not binding to the University.

An addendum will be issued and posted at the Office of State Purchasing LaPAC website, to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any proposer as a result of any oral discussions with any University employee or University consultant. It is the Proposer's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. The University is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal.

Any person aggrieved in connection with the solicitation or the specifications contained therein, has the right to protest in accordance with R.S. 39:1671. Such protest shall be made in writing to the UNO's Chief Procurement Officer at least two days prior to the deadline for submitting proposals.

Note: LaPAC is the state's online electronic bid posting and notification system resident on the Office of State Procurement's website [<http://www.doa.la.gov/Pages/osp/Index.aspx>]. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

To receive the email notification, Vendors/Proposers must register in the LaGov portal. Registration is intuitive at the following link: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg and help scripts are available on OSP website under vendor center at <http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>.

1.7.3 Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any Proposer, Bidder, or its Agent or Representative, is prohibited from communicating with any University employee or Contractor of the University involved in any step in the procurement process about the affected procurement. The Blackout period applies not only to University employees, but also to any Contactor of the University. "Involvement" in the procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per **Section 1.7.2** of this RFP. All communications to and from potential Proposers, Bidders, Vendors and/or their representatives during the Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances in which a prospective Proposer is also an incumbent Contractor, the University and the incumbent Contractor may contact each other with respect to the existing contract only. Under no circumstances may the University and the incumbent Contractor and/or its representative(s) discuss the blacked-out procurement.

Any Bidder, Proposer, or State Contractor who violated the Blackout Period may be liable to the University in damages and/or subject to any other remedy allowed by law. Further, failure to comply with these requirements may result in the Proposal's disqualification.

Any costs associated with cancellation or termination will be the responsibility of the Proposer or Bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for Bidders or Proposers;
3. Oral presentations during the evaluation process; or
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP.

1.8 Errors and Omissions in Proposal

The University will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: The University reserves the right to make corrections or clarifications due to patent

errors identified in proposals by the University or the Proposer. The University, at its option, has the right to request clarification or additional information from the Proposer.

1.9 Proposal Guarantee

NOT REQUIRED FOR THIS RFP

1.10 Performance Bond

The successful proposer shall be required to provide a performance (surety) bond in the amount of two hundred thousand dollars for Custodial and Event Set-up Services and three hundred thousand dollars for Maintenance Services per contract year. to insure the successful performance under the terms and conditions of the contract negotiated between the successful proposer and the University. Any performance bond furnished 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.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a limit of 10 percent of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance.

The performance bond is to be provided within 10 working days from request. Failure to provide within the time specified may cause your offer to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

1.11 Changes, Addenda, Withdrawals

The University reserves the right to change the Schedule of Events or issue Addenda to the RFP at any time. The University also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

1.12 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the University Purchasing Office.

1.13 Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by the University pursuant to the RFP.

1.14 Waiver of Administrative Informalities

The University reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.15 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by the University to award a contract. The University reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of the University to do so.

In accordance with the provisions of R.S. 39:2192, 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 or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

In accordance with Louisiana law, all corporations (see La. R.S. 12:262.1) and limited liability companies (see La. R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or a contract with the University.

1.16 Ownership of Proposal

All materials (paper content only) submitted in response to this request become the property of the University. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the University and not returned to proposers. Any copyrighted materials in the response are not transferred to the University.

1.17 Cost of Offer Preparation

The University is not liable for any costs incurred by prospective Proposers or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the University.

1.18 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of

precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

1.19 Taxes

Any taxes, other than state and local sales and use taxes, from which the University is exempt, shall be assumed to be included within the Proposer's cost.

1.20 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the University reserves the right to reject a proposal if the Proposer's acceptance period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.21 Prime Contractor Responsibilities

The selected Proposer(s) shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The University shall consider the selected Proposer(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.22 Use of Subcontractors

Each Contractor awarded a contract under this RFP shall serve as the single prime contractor for all work performed pursuant to its contract. The prime contractor(s) shall be responsible for all deliverables referenced in this RFP for the sections (Custodial and Event Set-up Services and/or Maintenance Services) awarded to them. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor(s) to use subcontractors, the University urges the prime contractor(s) to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if practical. In all events, any subcontractor used by the prime(s) should be identified to the University Project Manager.

Information required of the prime contractor(s) under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor(s) shall assume total responsibility for compliance.

1.23 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award; however, the University reserves the right to enter into an Agreement(s) without further discussion of the proposal(s) submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the University's understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions.

1.24 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations shall result in the rejection of the proposal.

1.25 Independent Price Determination

By submitting a proposal, the Proposer certifies that the price submitted was independently arrived at without collusion.

1.26 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by the University Evaluation Committee for the purpose of selecting the Proposer(s) with whom the University shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the University's Chief Procurement Officer for the Proposer(s) whose proposal(s), conforming to the RFP, will be the most advantageous to the University, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the University.

1.27 Contract Negotiations

If for any reason, after final evaluation and issuance of the Intent to Award letter, the responsible Proposer(s) whose proposal(s) is most advantageous to the University's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract(s), that proposal(s) shall be rejected and the University may negotiate with the next most advantageous responsible Proposer(s).

Negotiation may include revision of any non-mandatory terms or conditions, and clarification of the scope of work and/or implementation of the cost-effective pricing available from the Proposers. The University must approve the final contract form and issue a purchase order(s), if applicable, to complete the process.

1.28 Contract Award and Execution

The University reserves the right to enter into a contract(s) without further discussion of the proposal(s) submitted based on the initial offers received.

The RFP, including any addenda, and the proposal of the selected Contractor(s) will become part of any contract(s) initiated by the University.

Proposers are discouraged from submitting their own standard terms and conditions with their proposals. The proposed terms will be negotiated before a final contract is entered. The University's mandatory terms and conditions including but not limited to those contained in **Section 1.18** of this RFP are not negotiable. If applicable, a proposer may submit or refer to a Master Agreement entered into by the Contractor and the State in accordance with R.S. 39:198(J).

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer(s) fails to sign the contract within **seven (7) calendar** days of delivery of it, the University may elect to cancel the award and award the contract to the next-highest-ranked Proposer(s).

Award shall be made to the Proposer(s) with the highest points for each section (Custodial Services and Maintenance Services), whose proposal(s), conforming to the RFP, will be the most advantageous to the University, price and other factors considered.

The University may award contracts to multiple proposers. The University will accept proposals from qualified proposers for Custodial and Event Set-up Services only, Maintenance Services only or from proposers able to provide both Custodial and Event Set-up Services and Maintenance Services. Custodial and Event Set-up Services will be awarded to the highest scored proposal for Custodial and Event Set-up Services. Maintenance Services will be awarded to the highest scored proposal for Maintenance Services. So, if a contractor submits a proposal that includes both Custodial and Event Set-up Services and Maintenance Services, they may be awarded Custodial and Event Set-up Services or Maintenance Services or both services depending upon whether or not they are the highest scored proposal for each section (Custodial and Event Set-up Services and Maintenance Services).

1.29 Notice of Intent to Award

Upon review and approval of the evaluation committee's recommendation for award, UNO will issue a "Notice of Intent to Award" letter(s) to the apparent successful Proposer(s). A contract(s) shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events." If this date is not met, through no fault of the University, the University may elect to cancel the "Notice of Intent to Award" letter(s) and make the award to the next most advantageous Proposer(s).

UNO will also notify all unsuccessful Proposers as to the outcome of the evaluation process. The proposals received (except for that information appropriately designated as confidential in accordance with La. R.S. 44.1 et.seq.) along with the evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report are public record and shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any person aggrieved by the proposed award has the right to submit a protest in writing, in accordance with La RS: 39:1671, to UNO's Chief Procurement Officer, within fourteen days of the award/intent to award. The "Notice of Intent to Award" letter starts the protest period.

1.30 Debriefings

Debriefings may be scheduled by the participating Proposers after the "Notice of Intent to Award" letter(s) has been issued by scheduling an appointment with the University Purchasing Office. Contact may be made by phone at (504) 280-6171 or E-mail to sfvarble@uno.edu.

1.31 Insurance Requirements

Contractor(s) shall furnish the University with certificates of insurance effecting coverage(s) required by the RFP (see Attachment "J"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the University before work commences. The University reserves the right to require complete certified copies of all required policies, at any time. The Contractor(s) shall maintain the insurance as shown in Attachment J Insurance Requirements for Contractors for the full term of the contract. Failure to comply shall be grounds for termination of the contract.

1.32 Subcontractor Insurance

The Contractor(s) shall include all subcontractors as insured's under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the Contractor(s).

1.33 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the contract.

Contractor(s) shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the University from suits, actions, damages and costs of every name and description relating to personal injury and damage to property caused by Contractor, its agents, employees, partners or subcontractors in the performance of the contract(s), without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the University.

Contractor(s) will indemnify, defend and hold the University harmless, **without limitation**, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the University in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the University shall give the Contractor(s): (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense

of any such action at the expense of Contractor(s). Where a dispute or claim arises relative to a real or anticipated infringement, the University may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor(s) shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) University's unauthorized modification or alteration of a Product, Material, or Service; (ii) University's use of the Product, Material, or Service in combination with other products, materials, or services not furnished by Contractor(s); (iii) University's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor(s) believes that it may be enjoined, Contractor(s) shall have the right, at its own expense and sole discretion as the University's exclusive remedy to take action no later than six (6) months after issuance of an injunction in the following order of precedence: (i) to procure for the University the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the University up to the dollar amount of the Contract. Any injunction that is used against the University which prevents the University from utilizing the Contractor's product in excess of six (6) months and for which the Contractor has not obtained for the University or provided to the University one of the alternatives set forth in the foregoing sentence is cause for the University to terminate the Contract. In the event of such termination, the University will not be obligated to compensate the Contractor for any costs incurred by the Contractor.

For all other claims against the Contractor(s) where liability is not otherwise set forth in the contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability **for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges for products, materials, or services rendered by the Contractor under the Contract.** Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The University may, in addition to other remedies available to them at law or equity and upon notice to the Contractor(s), retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.33 Fidelity Bond Requirements

NOT REQUIRED FOR THIS RFP

1.34 Payment

1.34.1 Payment for Services

The University shall pay the Contractor(s) in accordance with the Pricing Schedule set forth in Exhibit A. The Contractor(s) may invoice the University monthly at the billing address designated by the University. Payments will be made by the University within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the University. Invoices shall include the contract and purchase order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

1.34.2 Late Payments

Interest due by the University for late payments shall be in accordance with R.S. 39:1695 and 13:4202.

1.35 Termination

The University has the right to terminate the contract(s) immediately for any of the following reasons: (a) misrepresentation by the Contractor(s); (b) Contractor's fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (c) conflict of contract provisions with constitutional or statutory provisions of State of Federal Law; (d) abusive or belligerent conduct by the Contractor towards an employee or agent of the University; (e) Contractor's intentional violation of the Louisiana Procurement Code (La. R.S 39:1551 et seq.) and its corresponding regulations; or, (f) any listed reason for debarment under La. R.S. 39:1672.

1.35.1 Termination of the Contract for Cause

The University may terminate the contract(s) for cause based upon the failure of the Contractor(s) to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the University shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have 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 University may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor(s) may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of the contract, provided that the Contractor shall give the University written notice specifying the University's failure and a reasonable opportunity for the University to cure the defect.

1.35.2 Termination of the Contract for Convenience

Either party may terminate the contract(s) for convenience at any time by giving one hundred and eighty (180) days written notice to the other party of such termination; or the parties may agree to a termination date acceptable to both parties. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.35.3 Termination for Non-Appropriation of Funds

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

1.36 Assignment

The Contractor(s) shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the University. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the University.

1.37 No Guarantee of Quantities

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the University to increase or decrease the amount, at the unit price stated in the proposal.

The University does not obligate itself to contract for or accept more than its actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.

1.38 Audit of Records

The State legislative auditor, federal auditors and internal auditors of the University, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the resulting contract(s) for a period of five (5) years from the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

1.39 Civil Rights Compliance

The Contractor(s) agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor(s) agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter

relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

1.40 Record Retention

The Contractor(s) shall maintain all records in relation to the contract for a period of at least five (5) years after final payment.

1.41 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor(s) in connection with the performance of the services contracted for herein shall become the property of the University and shall, upon request, be returned by Contractor to the University, at Contractor's expense, at termination or expiration of the contract.

1.42 Content of Contract/ Order of Precedence

In the event of an inconsistency between the contract(s), the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

1.43 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the University.

Changes to the contract(s) include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.44 Substitution of Personnel

The University intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

The University shall reserve the right to require removal and replacement of any contract personnel whose performance it considers unacceptable.

1.45 Governing Law

All activities associated with this RFP process shall be interpreted under Louisiana Law, including but not limited to La. R.S. 39:1551-1736 (Louisiana Procurement Code) and La. R.S. 39:196-200 (Information Technology Procurement Code), if applicable; purchasing rules and

regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this RFP. Venue of any action brought with regard to all activities associated with this RFP process shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

1.46 Claims or Controversies

Any claims or controversies shall be resolved in accordance with the Louisiana Procurement Code, RS39:1671-1673.

1.47 Proposer's Certification of No Federal Suspension or Debarment

By signing and submitting any proposal for \$25,000 or more, the proposer 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 "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly 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/SAM/pages/public/searchRecords/search.jsf>.

1.47.1 Proposer's Eligibility

A statement of the Proposer's involvement in litigation and any suspension or debarment proceedings which could affect this work shall also be included in the Proposal. A suspension or debarment proceeding which could affect this work is any proceeding, whether pending or concluded, that involves a governmental body or governmental entity. If no such litigation, suspension or debarment exists, proposer shall so state.

1.47.2 Continuing Obligation

Contractor(s) has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contacts.

1.48 Anti-Kickback Clause

The Contractor(s) 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.

1.49 Clean Air Act

The Contractor(s) 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.

1.50 Energy Policy and Conservation Act

The Contractor(s) 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).

1.51 Clean Water Act

The Contractor(s) 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.

1.52 Anti-Lobbying and Debarment Act

The Contractor(s) will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

1.53 Warranties

Contractor(s) warrants that all services shall be performed in good faith, with diligence and care, by experienced and qualified personnel in a professional, workmanlike manner, and according to its current description (including any completion criteria) contained in the scope of work.

No Surreptitious Code Warranty. Contractor warrants that Contractor will make all commercially reasonable efforts not to include any Unauthorized Code in any software provided hereunder. "Unauthorized Code" means any virus, Trojan horse, worm or other software routine of component designed to permit unauthorized access to disable, erase, or otherwise harm software, equipment, or data, or to perform any other such actions. Excluded from this prohibition are identified and State-authorized features designed for purposes of maintenance or technical support.

Contractor(s) further warrants that it has the right to provide and/or license its product to the University and that it will operate in accordance with this solicitation. In the event of a material failure of Contractor's product to function and operate, and/or failure by the Contractor to perform its obligations, in accordance with the terms and conditions of the contract that results in the termination of the contract for cause by the University, the University will not be obligated to compensate the Contractor of any costs incurred by Contractor.

1.54 Code of Ethics

The Contractor(s) acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in the Contract. The Contractor agrees to immediately notify the University if potential violations of the Code of Governmental Ethics arise at any time during the term of the Contract.

1.55 Proposer's Cooperation

Any Proposer has the duty to fully cooperate with the University and provide any and all requested information, documentation, etc. to the University when requested. This applies even if an eventual contract is terminated and/or a lawsuit is filed. Specifically, the Proposer shall not limit or impede the University's right to audit or to withhold University owned documents.

1.56 Security

Contractor's personnel shall comply with all security regulations in effect at the University's premises, the Information Security Policy at <http://www.doa.la.gov/Pages/ots/InformationSecurity.aspx> and externally for materials and property belonging to the University or to the project. Where special security precautions are warranted (e.g., correctional facilities), the University shall provide such procedures to the Contractor, accordingly. Contractor is responsible for promptly reporting to the University any known breach of security.

1.57 Prohibition of Discriminatory Boycotts of Israel

In accordance with La. R.S. 39:1602.1, the following applies to any Proposal with a value of \$100,000 or more and to Proposers with five (5) or more employees:

By submitting a response to this solicitation, the Proposer certifies and agrees that the following information is correct. In preparing its response, the Proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The Proposer has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The University reserves the right to reject the response of the Proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

PART II: SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

The scope of work is to perform comprehensive facilities Custodial and Event Set-up Services and Maintenance Services as defined in the RFP for the University. The University will accept proposals from qualified proposers for Custodial and Event Set-up Services only, Maintenance Services only or from proposers able to provide both Custodial and Event Set-up Services and Maintenance Services. Custodial and Event Set-up Services will be awarded to the highest scored proposal for Custodial and Event Set-up Services. Maintenance Services will be awarded to the highest scored proposal for Maintenance Services. So, if a contractor submits a proposal that includes both Custodial and Event Set-up Services and Maintenance Services, they may be awarded Custodial and Event Set-up Services or Maintenance Services or both services

depending upon whether or not they are the highest scored proposal for each section (Custodial and Event Set-up Services and Maintenance Services). The successful Proposer(s) shall be required to furnish all labor, equipment, machinery, transportation and other implements necessary to execute the contract(s). The successful Proposer(s) must comply with all safety requirements listed in Exhibit M.

2.1.1 Custodial and Event Set-up Services

2.1.1.1 Custodial Services - The Custodial and Event Set-up Services Contractor will be responsible for 100% of all charges (materials, supplies, labor, etc.) for the performance of Custodial Services. The Custodial and Event Set-up Services Contractor will be required to provide APPA Custodial Service levels as specified on the Pricing Schedule (Exhibit A) for all buildings designated on Exhibit E, Building List

The following tasks are included in this service:

- Internal windows, walls, and ceilings
- Flexible hours to include evenings and weekend services are required for certain buildings (laundry room in the dorms, University Center, Library, Recreation and Fitness Center, and Aquatic Center).
- One full-time custodial manager must be on site. Full-time manager should prioritize requested duties.

2.1.1.2 Event Set-ups - The Custodial and Event Set-up Contractor will be responsible for all University Sponsored Event Set-up charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000 per occurrence. The University will be responsible for all charges (materials, supplies, 3rd party labor, etc.) for that portion of cost/value over \$5,000 per occurrence upon approval by the University.

University Sponsored Events

In the University Center, out of approximately 1,600 total events held, there were 314 events that required some set-up. If the Custodial and Event Set-up Contractor desires, set-ups in the UC may be performed primarily by custodians assigned to the University Center.

UNO's Student Involvement and Leadership (SIL) department submitted approximately 400 work requests for tables/chairs/trash cans/generators for outdoor events during the academic year.

University sponsored event set up will include up to five events per year at the Arena, such as commencements and convocations.

The University's Events and Protocol Department had 31 University Sponsored events in fiscal year 2018-19. The contractor will be responsible for Event Set-up only during normal business hours for these events (not for Custodial Services during the events or tear down or resetting after the event).

The University's Events and Protocol Department will require the contractor to take tables to the President's house and return them to campus approximately 6 times per year.

The University's Events and Protocol Department will require the contractor to take podiums to the Lakefront Arena and some downtown locations and return them to the main campus approximately 4 times per year.

Non-University Sponsored Events

For events sponsored by outside parties held at the University, the Contractor will provide rates for event set-up services which will be charged to the outside sponsor by the University, collected by the University and passed through to the Contractor.

University Events and Protocol held 50 non-university sponsored events in fiscal year 2018-19 and are hoping to increase the number of events by 10% per year. Contractor will be responsible for Custodial Services during these events, tear down and resetting for the next event.

Custodial and Event Set-up Contractor Staffing

No charges (other than the annual contract total) will be made to the University for the Custodial and Event Set-up Contractor's on-site employees' labor time for any use (except for non-university sponsored events). No deduction from the Fixed M&R Budget will be made for the Custodial and Event Set-up Contractor's on-site employees' labor time for any reason.

Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner. All safety measures should comply with state and federal laws.

New Custodial and Event Set-up Contractor employees shall pass criminal background checks and drug screening before a permanent employment offer on the University campus.

One full-time manager must be on site for Custodial and Event Set-up Contractor. Full-time managers should prioritize requested duties.

The successful Proposer shall be required to provide all management and other personnel necessary for the provision of Custodial and Event Set-up Services as specified in this RFP at a level of quality acceptable to the University, with the exception of those employees who may be employed by the University itself for the purposes of coordination, liaison and oversight of Custodial and Event Set-up Services provided by the successful Proposer. The successful Proposer shall be solely responsible for the costs of salaries or wages and benefits for such employees.

The Contractor will provide uniforms for all staff except for supervisory management.

Contractor's personnel should be required to report defects/problems noticed in the performance of their routine duties (such as leaking faucets, running toilets, non-functioning electric outlets, etc.).

Custodial Services for UNO Residential Life (Student Housing)

The University offers its students three options for living on-campus: Pontchartrain Hall, Lafitte Village and Privateer Place. Privateer Place is operated by a third party who provides all of their own services, so no services under this contract(s) will be provided for Privateer Place. Pontchartrain Hall features 1 bedroom, 2 bedroom and 4 bedroom suites and academic-interest based floors. Lafitte Village features unfurnished 1 bedroom and 2 bedroom apartments for graduate students, married students and students with families.

Because of the unique nature of student housing, there are some special custodial requirements.

Interior Cleaning: Hallways, laundry rooms, community kitchens, study rooms, lounges, offices, guest bathrooms, front desks, stairwells, elevators, etc.

Exterior Cleaning: Entrance ways, courtyards (fountain)/ playgrounds, breezeways, stairwells, balconies, sidewalks. Any items that have fallen on the roof of the Lafitte Village courtyard gazebo will be removed. All sidewalk covering breezeway roofs of Lafitte Village will be swept and cleaned twice per year.

Laundry Rooms: Damp wipe all exterior surfaces of washers and dryers twice a week. Damp wipe any tables/ folding stations twice per week. Remove any trash from laundry room daily, including discarded belongings, lint, etc. Sweep and mop all floor surfaces three times per week.

In the event waste (vomit, blood, feces, etc) is found in a common area including a student room in which the student is incapable of cleaning, vendor will provide necessary cleaning of the waste and disinfection of the area.

Pontchartrain Hall trash rooms must be emptied daily (including weekends), floor mopped and any spillage removed.

Contractor shall provide a weekly schedule to the Director of Residence Life including:

- Vacuuming and moping of all Pontchartrain Hallways
- Cleaning of exterior of students' room doors, stairwells, and common areas
- Cleaning of laundry rooms, kitchens, front desks and lobbies.

Resident room/ apartment unit turnover:

"Make Ready" guidelines below will be completed as requested by Office of Residential Life. During summer processes, Office of Residential Life will make efforts to provide vacant floors for make ready processes at one time. Every Pontchartrain Hall room must be waxed each summer. Lafitte Village apartment floors are waxed with every make ready process as tenant lease lengths are typically 12 months or more.

All furniture (only in Pontchartrain Hall, Lafitte Village units are unfurnished) must be moved and the floor areas they cover be cleaned, stripped and waxed. Stripped floors must receive a minimum of 4 coats of wax finish. Kick plates, base boards, doors and bottoms of furniture will be wiped clean of any scrubbing residue. Floors should be cleaned prior to waxing to prevent any trash/hair mixing in the wax. Wax will be applied in smooth even coats. Furniture will be returned to its normal

Hallways Carpets Extraction: Pontchartrain Halls' hallway carpets must be vacuumed. Visible spots will be removed; Deep cleaning using a carpet extractor and appropriate cleaning agent

Pontchartrain Halls and Lafitte Village

- Remove any trash from rooms, checking all desks and dresser drawers, closets, vanity and cabinets
- Damp wipe all interior drawer surfaces
- Clean all counter surfaces
- Dust and polish all wood furniture surfaces
- Dust all window sills and window blinds
- Clean all trash/ dust from under sofa and under sofa seat cushions and reclining chairs.
- Damp wipe all baseboards, door surfaces and trim
- Sweep and mop all floor surfaces
- Clean all bathroom fixtures, tub, basin, toilet and tub enclosure
- Clean all glass mirror surfaces
- Clean sliding mirror door guide tracks of all debris
- Remove any stickers, tacks or wall décor, clean any residue; clean any marks left on walls, doors, or hard surfaces.
- Remove any bugs, debris from light fixtures.
- Clean all HVAC grills in the unit, removing any dirt/ mildew

Pontchartrain Halls Only

- Wipe and flip mattresses
- Damp wipe recliner chair and ottoman vinyl surfaces

Lafitte Village Only

- Clean appliances: Stove - clean all burners, surfaces, hood fixture, and interior of oven, including installing new drip pans and replacing hood filter
Refrigerator - clean shelves, drawers, handles and exterior surfaces

UNO Lakefront Arena Custodial and Event Set-Up Services

Because of the nature and schedule of activities at the UNO Lakefront Arena staffing appropriately has been a challenge. The University is open to staffing ideas other than the

one presented below, however, the University believes that the following staffing arrangement would work best at the arena.

Arena Custodial Daily - Suggested personnel for daily cleaning activities

One supervisor to be capable of supervising daily workers, assigning them tasks, verifying tasks are completed, prioritizing tasks to integrate with event cleaning, and handling of trouble calls.

Arena will provide one two-way radio to be assigned to the Arena Custodial and Event Set-up supervisor so that Arena management can stay in regular contact. Arena Custodial and Event Set-up supervisor must monitor the radio provided at all times and also be available via cell phone. Cell phone number of Arena Custodial and Event Set-up supervisor to be provided to Arena management.

Arena Custodial and Event Set-up supervisor should be domiciled at the Arena. The Arena will provide the office space for this. Any repairs, upgrades, or furnishings needed in this area to be provided by the Custodial and Event Set-up Contractor. Arena will determine all allocation of spaces for use by the Custodial and Event Set-up Contractor.

Arena supervisor must be dedicated to the Arena 100% of the time and must respond to, address, and prioritize requests from Arena management.

The Custodial and Event Set-up Contractor will provide two workers (in addition to the supervisor) to handle daily cleaning tasks).

Arena management will have emergency keys for any on-site storage areas used by the Custodial and Event Set-up Contractor inside the Arena.

Arena Custodial – Event

One supervisor (Custodial and Event Set-up Contractor employee, this can be the supervisor above), to supervise Custodial and Event Set-up Contractor employees and subcontractor custodial staffing to work from two hours before event start time, then during event, then approximately four hours for post-event cleaning and then conduct post-event check of all areas to confirm properly cleaned.

Subcontractor event custodial staffing

Pre-Event staff – One worker for monitoring and cleaning catering areas, public restrooms, handling spills, etc., normally 8:00 a.m. until two hours prior to event start

Event and Post-Event staff

Call time for subcontractor custodial crew is normally two hours before event start time. Crew will work during event tasks and then roll over into four hour post-event cleaning. Post-event cleaning is normally four hours, sometimes more, sometimes less. Crew may be split with different start times.

The following template is what we use for events:

1 subcontractor supervisor	
PLUS	
<u>Event Attendance</u>	<u>Requested Workers</u>
1000	3 male / 3 female
2000	4 male / 4 female
3000	5 male / 5 female
4000	6 male / 6 female
5000	7 male / 7 female
6000	8 male / 8 female
7000	9 male / 9 female
Full-8000	10 male / 10 female

Custodial and Event Set-up Contractor is responsible for during event clean-up of trash receptacles by subcontractor personnel.

Custodial and Event Set-up Contractor is responsible for post event clean-up of Arena grounds by subcontractor personnel immediately after events, including:

All outdoor trash receptacles, all grounds surfaces, and ramps above ground level

Custodial and Event Set-up Contractor is responsible for post event clean-up by subcontractor personnel of all parts of the Arena that were utilized, immediately after the event including:

Arena seating, arena floor, ground level halls, ground level restrooms, dressing rooms, production offices, meeting rooms, catering rooms, lounges, bars, concession stands, concourse floor, concourse restrooms, and behind the counters

Custodial and Event Set-up Miscellaneous

The Custodial and Event Set-up Contractor must abide by UNO vehicle requirements for example, UNO parking decals on employees' vehicles.

Weekly meetings between the Contractor and the University are mandatory, for the first six (6) months. Thereafter, meetings may be scheduled on a less frequent basis, as needed. Contractor will provide quality assurance inspection reports regarding APPA Level standards. Contractor will also provide benchmark reports such as percentage of work orders completed, service costs/sq. ft., chemical costs/sq. ft., staffing/sq. ft., etc.

For significant changes in UNO operations (new buildings, expanded or decreased services, etc), the University and Contractor will re-evaluate staffing needs and costs to UNO based on services and building square foot. Any changes deemed necessary may be implemented in phases depending on budget.

The University will provide office space and phones for Contractor's staff, as reasonably requested. Contractor will provide computers, internet service, office supplies, etc.

The University is not required to provide any equipment required for the performance of this work. The University will provide on-site storage for equipment such as cleaning

supplies, toiletries as well as vehicles including golf carts. Campus Police, UNO Facility Services, and Contractor will have emergency keys for all on-site storage areas.

Any vehicle used by Custodial and Event Set-up Contractor such as golf carts or trucks are the responsibility of the Contractor to service, fuel, and/or maintain safety.

The Contractor will provide a Special Services Non-Routine Rate sheet for Custodial and Event Set-up work based on an hourly rate, fringe benefits, minor supplies cost, management cost, profit, etc.

Contractor's personnel should be required to report incidents for defects/problems noticed in the performance of their routine duties (such as leaking faucets, running toilets, non-functioning electric outlets, etc.).

University personnel may complete monthly or quarterly surveys on satisfaction level of Contractor. Contractor must be available to discuss survey results and make recommendations for improvement.

Custodial and Event Set-up Contractor shall perform all services in accordance with federal, state, and parish rules and regulations/laws. In addition, Custodial and Event Set-up Contractor's subcontractors, employees, etc. shall possess all required licenses, certifications, etc. to perform the work.

Custodial and Event Set-up Contractor should provide a separate price to perform "deep cleaning" services at an APPA level above the current level (i.e. if University is currently receiving APPA level 3, "deep cleaning" would be at APPA level 2) during the month of July, or on a mutually agreed upon date, annually.

2.1.2 Maintenance Services - The Maintenance Services Contractor will be responsible for providing all of the University's maintenance services as defined below.

100% Cost Maintenance Services - The Maintenance Services Contractor will be responsible for 100% of all charges (materials, supplies, labor, etc.) for the performance of the following services:

2.1.2.1 Grounds/Landscaping/Litter and Debris pick-up services –The Maintenance Services Contractor will be required to provide APPA Grounds Standards at the levels specified on the Pricing Schedule (Exhibit A) No less than 26 cuts per year, spaced as seasonally appropriate

The following are examples of tasks included in this service:

- Areas around the monuments
- Area between Arena ramps 1 and 4, outdoor pool (inside and outside fenced area), and north side of the Arena gym
- Water treatment to decorative water features
- Wiping down outdoor tables
- Removing, storing, and re-installing umbrellas during and after inclement weather
- Edging

- 2.1.2.2 All solid waste campus-wide and hazardous waste (generated by Maintenance Services) pick-up and disposal, including waste wet/dry from the food service facilities. Disposal of hazardous waste such as lab chemicals, etc. will be the responsibility of the University except for hazardous waste produced by Maintenance Services (old paint, adhesives, tires, etc.) which must be disposed by the Contractor. Hazardous waste must be in compliance with DEQ rules (especially the accumulation of tires).
- 2.1.2.3 Operation of service call center - The Maintenance Services Contractor will provide a Service Center that is responsible for creating, issuing, and being accountable for work orders as requests are submitted for maintenance work, trouble calls and emergency situations and maintaining stockroom inventory. Other services include dispatching emergency and trouble calls via two-way radio, providing all preventative maintenance work orders, creating work statistic reports as requested on projects, gas smells, hot/cold calls etc., contacting service providers for elevators and automatic doors for repair service, and accepting and directing various calls for assistance in areas concerning buildings, rooms and roof access as well as all Central Utility Plant calls, maintaining all two-way radio equipment, and keeping Building Coordinator list up to date.
- 2.1.2.4 Operation of Central, North, and East Campus Utility Plants. The Central Utilities Plant is responsible for supplying the main campus with compressed air and the south side of the main campus with chilled and hot water. The North Boiler Plant and the North Chiller Plant provide chilled and hot water to the north side of the main campus. These utility plants contain 6,600 tons of refrigeration equipment, 7,550 tons of cooling towers, 50 HP air compressors, and 1,600 HP of hot water boilers. Terminal HVAC equipment in 25+ main campus buildings is in excess of 500 individual pieces such as Air Handling Units, filtration systems, water pumps, heat exchangers and control systems.

In addition to the above described equipment on the main campus, CUP personnel operate and maintain an east campus utility plant containing 2,000 tons of refrigeration, 2,000 tons of cooling towers, 400 boilers HP and an additional dozen water pumps to service the Lake Front Arena.

The Maintenance Services Contractor will provide all personnel, including one stationary engineer and one operating engineer 24 hours per day for 365 days per year at the Main Campus Central Plant. The Maintenance Services Contractor's Central Plant personnel will remotely monitor the East Campus and North Campus Plants 24 hours per day, 7 days per week from the Central Plant. However, the Facility Services Contractor will provide an appropriately licensed operating engineer on site at the East Campus Plant during all Arena events from the beginning of load-in start to load out end. Central Plant personnel must be able to respond to fire alarms (especially on weekends and evenings), including silencing and resetting the fire alarm panel. All operators shall have a minimum 2nd class boiler and a/c license. At least one employee shall have a first-class boiler and first-class air conditioning stationery engineer's license. All maintenance should be performed as specified by the equipment manufacturer for all boilers, chillers, and cooling towers.

The Maintenance Services Contractor will be responsible for all functions of the Central Plant, including but not limited to:

- Operate, monitor and maintain mechanical equipment at all Central Plants
- Ensure campus utility services (air conditioning, hot water, etc.) are provided as necessary
- Monitor and respond to fire and trouble alarms
- Test and maintain proper chemical levels in heating and cooling loops
- Maintain, update and repair automation system
- Record water and electric meters
- Replace filters and perform preventive maintenance on AHU's
- Coordinate activities of contractors
- Respond to all service calls and repair or make adjustments as required
- Provides operational and chemical service to cooling towers
- Emissions testing, eddy-currents, major teardowns and compressor replacements

The campus is served by a Johnson Controls Metasys brand building automation system that is being upgraded in house by the University to a new Johnson Controls Facility Explorer building automation system which is currently 79% complete. CUP personnel will maintain, repair and re-program controls campus wide. The building automation system also serves as a monitor of the main campus building fire alarm systems.

2.1.2.5 Pest control services - Includes all buildings (see Exhibit E) and buildings must be kept pest free. Termite treatment will be as needed.

2.1.2.6 Grease trap service, which includes grease removal and grease trap cleaning. There are five locations to be serviced six times per year, and two locations to be serviced one time per year.

2.1.2.7 Lint trap cleaning, once per year for commercial washing machines located in Lafitte Village.

2.1.2.8 Kitchen ventilation systems cleaning and degreasing. There are 11 hoods to be serviced twice per year.

2.1.2.9 All Maintenance Services Supervision/Administration/Clerical support

2.1.2.10 Water Treatment – Chemical treatment for all of the hot and chilled water systems on campus (see Exhibit D)

2.1.2.11 Legally required inspections – The Maintenance Services Contractor will be responsible for all legally required inspections including but not limited to those listed on Exhibit I.

2.1.2.12 Motor Pool Services Motor Pool – The Maintenance Services Contractor will be responsible for all of UNO’s Motor Pool functions. This includes receiving hard copy forms from UNO departments with vehicles and submitting all monthly web-based forms required by the State of LA for all UNO vehicles (see Exhibit H). The University will purchase gasoline and diesel for storage in UNO owned tanks for use by UNO vehicles. Contractor will reimburse the University for all gasoline and diesel used by Maintenance Services. Charges for all repairs on UNO vehicles repaired in UNO’s Auto Mechanics Shop (except for vehicles used by Facility Services) may be billed to UNO departments through interdepartmental invoice

2.1.2.13 In addition to elevator inspection, the Maintenance Services Contractor will be responsible for providing elevator maintenance services for all University elevators in accordance with ANSI/ASME A17.1 and Louisiana Maintenance Contract. Elevator maintenance must include a 30-minute response time if there is entrapment. Repairs to elevators not considered preventative maintenance or not required by Louisiana Maintenance Contract will be considered Maintenance Services and will be subject to the \$5,000 threshold. (See Exhibit K) for Elevator Sites.

Partial Cost Maintenance Services – For the following services, the Maintenance Services Contractor will be responsible for all charges (materials, supplies, labor, etc.) up to a cost/value of \$5,000 per occurrence.

The University would like all proposers to include a Fixed M&R Budget of \$1,000,000, annually, for all charges (material, supplies, 3rd party labor, etc.) up to a cost/value of \$5,000.00 per occurrence for Partial Cost Maintenance Services. Any surplus will carry over to the next year’s budget. No reductions to the Fixed M&R Budget will be made for Event Set-up.

2.1.2.14 Maintenance and Repairs - This includes but is not limited to all trades, electrical, plumbing, carpentry, HVAC and painting as well as responsibility for the Utility plants and service center. The University will be responsible for all charges (materials, supplies, labor, etc.) for that portion of cost/value over \$5,000 per occurrence upon approval by the University. This includes all types of maintenance including but not limited to preventative, corrective, reactive, routine, emergency, planned and predictive, inspection, testing, repair, renovation and construction to UNO facilities (including drain cleanouts, repair and replacement of dirty ceiling tiles). The Contractor will be responsible to maintain UNO’s swimming pools, however, water treatment of the pools will be the responsibility of UNO.

2.1.2.15 Moving services performed by 3rd parties

2.1.2.16 Emergency Response/Disaster Recovery

2.1.2.17 External window cleaning

University reserves the right to request that the Facility Services Contractor receive additional quotes for maintenance or repairs from third party contractors exceeding \$5,000.00 or if a subsidiary/related entity company of the Facility Services Contractor is being used to perform work.

Maintenance Services Staffing

No charges (other than the annual contract total) will be made to the University for the Maintenance Services Contractor's on-site employees' labor time for any use (except for automotive repairs to UNO owned vehicles other than those used by the Facility Services Contractor). No deduction from the Fixed M&R Budget will be made for the Maintenance Services Contractor's on-site employees' labor time for any reason.

The successful firm shall be required to provide a level of expertise and training to restructure and manage Physical Facilities at a level of proficiency guided by such professional organizations as Association of Physical Plant Administrators (APPA) and International Facility Management Association (IFMA).

Contractor shall maintain documentation that all employees have been trained in appropriate safety measures to ensure contractor employees are performing their work in a safe manner. All safety measures should comply with state and federal laws.

New Maintenance Services Contractor employees shall pass criminal background checks and drug screening before a permanent employment offer on the University campus.

The Maintenance Services Contractor must provide a Louisiana licensed high voltage electrician.

The Maintenance Services Contractor shall provide one plumber and one electrician "on call" at all times.

One full-time manager must be on site for Maintenance. Full-time managers should prioritize requested duties.

The University has a master gas meter on campus, there must be trained personnel available to assist with all gas problems as required by state laws. The Maintenance Services Contractor must provide: A licensed master plumber (for state buildings) and one or two plumbers certified in natural gas procedures.

The successful Proposer shall be required to provide all management and other personnel necessary for the provision of comprehensive Maintenance Services as specified in this RFP at a level of quality acceptable to the University, with the exception of those employees who may be employed by the University itself for the purposes of coordination, liaison and oversight of Maintenance Services provided by the successful Proposer. The successful Proposer shall be solely responsible for the costs of salaries or wages and benefits for such employees.

The Contractor will provide uniforms for all staff except for supervisory management.

Maintenance Services for UNO Residential Life (Student Housing)

Water leaks, sheetrock repair and mold: Contractor will respond immediately to repair water leaks, minimizing damage and resulting mildew/ mold caused by water. Contractor will clean any mildew/ mold growth and work with Facility Services and Safety staff to assess the cause and repair of the issue.

Contractor must provide after-hours service for emergency HVAC and plumbing needs in Pontchartrain and Lafitte Village communities. After hours staff must also have access to adequate supplies to complete repairs

Contractor shall provide a schedule to the Director of Residence Life for replacement of the following:

- HVAC filters
- Smoke detector replacement and replacement batteries
- Dryer vent exhaust cleaning
- Fire Extinguisher testing and recertification

Resident room/ apartment unit turnover:

“Make Ready” guidelines below will be completed as requested by Office of Residential Life. During summer processes, Office of Residential Life will make efforts to provide vacant floors for make ready processes at one time.

- Assess and complete any maintenance repair needed to unit including but not limited to: lighting, plumbing fixtures, cabinetry, outlets, painting, replacement of mini blinds

UNO Lakefront Arena Maintenance Services

Because of the nature and schedule of activities at the UNO Lakefront Arena staffing appropriately has been a challenge. The University is open to staffing ideas other than the one presented below, however, the University believes that the following staffing arrangement would work best at the arena.

Arena Maintenance Services - Suggested personnel for daily maintenance activities

One supervisor to be capable of supervising daily worker, assigning tasks, verifying tasks are completed, prioritizing tasks to integrate with events, handling of trouble calls

One worker to handle routine maintenance items

Supervisor should report routine maintenance needs in public areas to Maintenance Services Contractor so Arena personnel do not have to invoke work requests on items such as: plumbing fixture leaks, blockages, lights that are out, flooring issues

Arena will provide one two-way radio to be assigned to the Maintenance Services Contractor's supervisor so that Arena management can stay in regular contact.

Maintenance Services Contractor's supervisor must monitor the radio provided at all times and also be available via cell phone. Cell phone number of Maintenance Contractor's supervisor to be provided to Arena management.

Arena Maintenance supervisor should be domiciled at the Arena. The Arena will provide the office space for this. Any repairs, upgrades, or furnishings needed in this area to be provided by the Maintenance Services Contractor. Arena will determine all allocation of spaces for use by the Maintenance Services Contractor.

Arena Maintenance Supervisor must be dedicated to the Arena 100% of the time and must respond to, address, and prioritize requests from Arena management.

Arena management will have emergency keys for any on-site storage areas used by the Facility Services Contractor inside the Arena.

Maintenance Services Miscellaneous

The University owns 16 licensed trucks and vans, 9 Kubota ATVs, 9 Gas Golf Carts, 2 tractors, 1 backhoe, 1 bobcat and 1 mower (see Exhibit G) which will be available for use by the Maintenance Services Contractor if desired so long as sufficient insurance/indemnification can be provided by the Maintenance Services Contractor. The Maintenance Services Contractor must have 1 or 2 employees with a CDL license if operating the University's bucket truck and/or state body truck. If Maintenance Services Contractor's employees or subcontractors operate a forklift, a license is required.

Vehicles received regular PM and will be operational. No repairs are anticipated at contract start. The University will continue to purchase fuel (both gasoline and diesel) for the operation of vehicles after contract start. The Maintenance Services Contractor must reimburse University for fuel consumption by Maintenance Services vehicles. The Contractor is expected to pay for repairs for Maintenance Services vehicles. Repairs to all other vehicles in the University's fleet would be billed 100% to the University department whose vehicle is repaired.

The Maintenance Services Contractor will be required to obtain licensing, permits, and annual inspections from the appropriate governmental agencies for all bulk fuel storage tanks on the University's behalf.

The Maintenance Services Contractor must abide by UNO vehicle requirements for example, UNO parking decals on employees' vehicles.

Weekly meetings between the Contractor and the University are mandatory, for the first six (6) months. Thereafter, meetings may be scheduled on a less frequent basis, as needed. Contractor will provide quality assurance inspection reports regarding APPA Level standards. Contractor will also provide benchmark reports such as percentage of work orders completed, service costs/sq. ft., chemical costs/sq. ft., staffing/sq. ft., etc.

For significant changes in UNO operations (new buildings, expanded or decreased services, etc), the University and Contractor will re-evaluate staffing needs and costs to UNO based on services and building square foot. Any changes deemed necessary may be implemented in phases depending on budget.

The University will provide office space and phones for Contractor's staff, as reasonably requested. Contractor will provide computers, internet service, office supplies, etc.

The University is not required to provide any equipment required for the performance of this work. The University will provide on-site storage for equipment such as vehicles including golf carts. Campus Police, UNO Facility Services, and Contractor will have emergency keys for all on-site storage areas.

Any vehicle used by the Maintenance Services Contractor such as golf carts or trucks are the responsibility of the Maintenance Services Contractor to service, fuel, and/or maintain safety.

The Contractor will provide a Special Services Non-Routine Rate sheet for Projects (carpenters, plumbers, electricians, locksmiths, operators, HVAC, etc.) based on an hourly rate, fringe benefits, minor supplies cost, management cost, profit, etc.

The Contractor must have the ability to provide disaster recovery services to the University, if needed, at the University's expense.

Contractor's personnel should have the ability and be required to report incidents/submit workorders for defects/problems noticed in the performance of their routine duties (such as leaking faucets, running toilets, non-functioning electric outlets, etc.).

Repair projects should require only one work order (even though several trades may be required for completion).

University personnel may complete monthly or quarterly surveys on satisfaction level of Contractor. Contractor must be available to discuss survey results and make recommendations for improvement.

Maintenance Services Contractor will provide a copy of all inspections (including routine inspections) to University personnel.

Maintenance Services Contractor shall perform all services in accordance with federal, state, and parish rules and regulations/laws. In addition, Maintenance Services's subcontractors, employees, etc. shall possess all required licenses, certifications, etc. to perform the work.

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall be for five years beginning on or about September 1, 2020.

2.3 Price Schedule

Prices proposed by the proposers should be submitted on the price schedule furnished herein on Exhibit A. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination.

The successful firm shall be required to furnish all labor, equipment, machinery, transportation and other implements necessary to execute this contract.

2.3.1 Pricing Definitions

See section 2.1 Scope of Work/Services and Pricing Schedule, Exhibit A

2.4 Deliverables

The deliverables listed in this RFP are the minimum desired from the successful proposer. Every proposer should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

2.5 Location

The location(s) the work/service is to be performed, completed and/or managed is/are at all current UNO campus locations.

2.6 Proposal Elements

2.6.1 Cover Letter (See section 1.5.)

2.6.2 Financial

Proposal shall include prices per the schedule furnished in Exhibit A, as well as other potential charges (if any) for proposed services associated with the RFP program implementation and administration that you wish the University to consider.

2.6.3 Technical

2.6.3.1 Custodial and Event Set-up Technical

Each Proposer should address how the firm will meet all the requirements of the Custodial and Event Set-up section of this RFP, with particular attention to those areas covered in PART II: SCOPE OF WORK/SERVICES.

1. Provide brief narrative describing Contractor's history, background, qualifications, relevant experience, and unique benefits UNO will receive from your services.
 - a. Please provide a brief summary of Proposer's history and background.
 - b. The Contractor shall have a minimum of 7 years previous experience in managing Custodial Services operations for institutions of higher education, government or private industry of similar or greater size than UNO. Please submit evidence demonstrating this experience.
 - c. Please provide references for at least three universities, government agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference. For the University's current Facility Services Contractor, University personnel will provide

- data regarding the incumbent's Custodial and Event Set-up performance at UNO. (Current Facility Services Contractor will only need to submit at least two other references.)
- d. Please submit a summary of work completed which demonstrates your firm's ability to control costs, provide quality work, and meet schedules.
 - e. Provide information demonstrating the Proposers financial strength and stability (financial statements, annual reports, or similar data for the last three years).
2. Submit a plan for providing Custodial and Event Set-up services. Please describe your approach and methodology.
- a. Describe how you will provide the Custodial and Event Set-up services required under this RFP.
 - b. Confirm that you will provide all required Custodial and Event Set-up services as specified in the RFP.
 - c. Describe how you will provide the chosen APPA standard (Level 2 and Level 3) for Custodial Services including tasks, frequencies, and staffing levels.
 - d. Confirm that you will provide all Custodial services as required for no additional charges to UNO.
 - e. What will your organizational chart be for each APPA Level (Level 2 and Level 3)?
 - f. How many employees do you plan to employ for Custodial and Event Set-up services for each APPA Level (Level 2 and Level 3)?
 - g. How did you arrive at this number of employees?
 - h. For the main campus, what formula for square footage to custodial FTE will you utilize for each APPA Level (Level 2 and Level 3)?
 - i. What is your plan to get and retain good workers in the unique New Orleans labor market environment?
 - j. Describe how you will ensure employees pass a criminal background check and drug screening before being employed on campus.
 - k. What is your frequency plan for floor cleaning and maintenance, buffing, striping, waxing, vacuuming, etc. for each APPA Level (Level 2 and Level 3)?
 - l. How often will you empty faculty and staff office trash cans for each APPA Level (Level 2 and Level 3)?
 - m. How do you plan to keep the University's bathrooms clean for each APPA Level (Level 2 and Level 3)?
 - n. How will you handle Custodial Services requirements at the Lakefront Arena?
 - o. How will you handle Custodial Services requirements for Residential Housing?
 - p. How will you provide "Make Ready" services for Residential Housing?
 - q. How will you ensure that bathrooms in the University Center remain clean and do not have overflowing trashcans during the evening hours (from 4:30 – 11pm)?
 - r. Describe how you will provide after-hours coverage for those UNO buildings with evening and weekend hours (such as the laundry room in the dorms, University Center, Library, Recreation and Fitness Center, and Aquatic Center).
 - s. If you choose to utilize the University's moveable equipment, how will you safeguard it from loss?
 - t. Describe how you will provide Event Set-up services as required by the RFP.
 - u. How do you plan to handle UNO's various needs for University Sponsored Event set-up?
 - v. How do you plan to provide Non-University Sponsored Event set-up?

- w. How will you calculate the charges for the cost of internal employee labor for Non-University Sponsored Event set-up? List all pricing for Non-University Sponsored Event set-up.
- x. Describe how you will provide Event set-up Services at the Lakefront Arena.
- y. Describe how you will gain operational efficiencies.
- z. Describe how you will minimize and control expenses.
- aa. Describe how you will incorporate technology with resulting efficiencies.
- bb. Describe how you will change internal structure and controls to bring about strategic value.
- cc. Describe how you will incorporate internal operating procedures.
- dd. Describe your access to resources not available to UNO and how these resources will benefit UNO.
- ee. Discuss your firm's ability to increase overall employee productivity.
- ff. Supervisory Training/Development - Describe the supervisory and management training and development program you will implement at UNO for supervisory personnel. Include subjects and hours of training.
- gg. Worker Training - Provide a specific description of the training to be implemented for Custodial and Event Set-up employees. Training must be provided for blood borne pathogens. Custodial staff shall be able to clean up blood spills.
- hh. Explain how you will provide customer service, including personnel assigned.
 - ii. Provide information about subcontractors, if any.
- jj. Sustainability Plan -- The Contractor will provide a Sustainability Plan with a narrative on how the company plans to reduce waste and maximize the use of recyclable materials.
- kk. Emergency preparation prior to disaster will be provided and paid for by the Contractor. Any significant costs for emergency response immediately after disaster approved by the University will be paid by the University. Describe the Proposer's ability to provide such services.
- ll. Project Schedule – Please describe the Proposer's implementation plan. This schedule should include implementation timelines, responsible parties, etc.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the University to consider.

2.6.3.2 Maintenance Services Technical

Each Proposer should address how the firm will meet all the requirements for Maintenance Services contained in this RFP, with particular attention to those areas covered in PART II: SCOPE OF WORK/SERVICES.

1. Provide brief narrative describing Contractor's history, background, qualifications, relevant experience, and unique benefits UNO will receive from your services.
 - a. Please provide a brief summary of Proposer's history and background.
 - b. The Contractor shall have a minimum of 7 years previous experience in managing Maintenance Services operations for institutions of higher education, government or private industry of similar or greater size than UNO. Please submit evidence demonstrating this experience.

- c. Please provide references for at least three universities, government agencies, or private firms for whom similar or larger scope Maintenance Services are currently being provided. Include a contact person and telephone number for each reference. For the University's current Facility Services Contractor, University personnel will provide data regarding the incumbent's performance of Maintenance Services at UNO. (Current Facility Services Contractor will only need to submit at least two other references.)
 - d. Please submit a summary of work completed which demonstrates your firm's ability to control costs, provide quality work, and meet schedules.
 - e. Contractor's experience must include the ability to create, identify, engineer, design, maintain, monitor, and manage a large-scale, comprehensive maintenance and operational efficiency program including measurement of building and operational efficiency. Please submit evidence demonstrating this ability.
 - f. Provide information demonstrating the Proposers financial strength and stability (financial statements, annual reports, or similar data for the last three years).
 - g. Provide evidence of providing excellent customer service.
2. Submit a plan for providing Maintenance Services. Please describe your approach and methodology.
- a. What will your organizational chart be for each APPA Level (Level 2 and Level 3)?
 - b. How many employees do you plan to employ to provide Maintenance Services for each APPA Level (Level 2 and Level 3)?
 - c. How did you arrive at this number of employees?
 - d. What is your plan to get and retain good workers in the unique New Orleans labor market environment?
 - e. Describe how you will ensure employees pass a criminal background check and drug screening before being employed on campus.

Maintenance

- f. Describe how you will provide the Maintenance Services required under this RFP for each APPA Level (Level 2 and Level 3).
- g. Describe how you will maximize the use of internal employees (vs. outside contractors) for repair and maintenance functions during the term of any agreement resulting from this RFP.
- h. When will you choose to use outside contractors for maintenance and repair functions?
- i. What percentage of maintenance and repair events under \$5,000.00 do you estimate will be handled with internal personnel?
- j. What is your plan for manning or monitoring the Central Plant, North Plant and East Campus Plant?
- k. Submit a plan for providing 100% Cost Maintenance Services. Please describe your approach and methodology.
- l. What is your plan for elevator maintenance and repair? What company do you plan to use for those services?
- m. What company will you use for fire alarm maintenance and repair?
- n. How are you going to develop a campus/building painting cycle? How often will our classrooms/offices be painted?
- o. If you choose to utilize the University's moveable equipment, how will you safeguard it from loss?
- p. Submit a plan for providing Partial Cost Maintenance Services. Please describe your approach and methodology.

- q. Describe how you will provide the chosen APPA standard for maintenance for each APPA Level (Level 2 and Level 3).
- r. Confirm that you will provide all required Maintenance Services as specified in the RFP.
- s. How will you ensure that quotes from third party contractors used for maintenance and repairs provide reasonable prices for the New Orleans market?
- t. Describe your program for improved preventative maintenance.
- u. How will UNO know that the preventative maintenance has actually been performed?
- v. How will you ensure that water treatment is performed optimally? How will UNO know that water treatment is being performed?
- w. Describe how you will provide one plumber and one electrician “on call” at all times.
- x. Confirm that you will provide one Louisiana licensed high voltage electrician.
- y. Confirm that you will provide a licensed master plumber.
- z. Confirm that you will provide a plumber certified in natural gas.
- aa. How will you ensure that third party contractors used for maintenance and repairs for amounts over \$5,000, submit invoices with unit prices for labor (hourly), materials (for each item other than miscellaneous small items), and equipment (hourly, daily, etc)?
- bb. How frequently will you change air filters on campus?
- cc. Do you plan to utilize the vehicles UNO will make available to our Maintenance Services Contractor?
- dd. How will you provide Maintenance Services in the Lakefront Arena?
- ee. How frequently will you change air filters in Pontchartrain Halls?
- ff. How do you plan to provide prompt response to maintenance and repair needs in Residential Housing?
- gg. How will you provide after-hours service for urgent HVAC and plumbing needs in Residential Housing?
- hh. How will you ensure that after-hours staff have access to adequate supplies to complete repairs?

Grounds Maintenance and Landscaping

- ii. Describe how you will provide the chosen APPA standard for each APPA Level (Level 2 and Level 3) for grounds/landscaping.
- jj. Do you plan to use a third party or your own employees for grass cutting?
- kk. What number of cuts do you propose for each month of the year?
- ll. Explain how you would change grounds maintenance seasonally?
- mm. What is your plan for maintaining flower beds?
- nn. How often do you plan to trim trees?
- oo. How often do you plan to trim bushes and shrubs?
- pp. How do you plan to economically maintain UNO’s water features?
- qq. Confirm that you will provide all grounds/landscaping services as required for no additional charges to UNO.

Moving Services

- rr. How do you plan to economically provide moving services to the University?
- ss. How will you provide large moves of several offices to different spaces in the same building or to spaces in a different building?
- tt. How will you provide medium moves of one office?
- uu. How will you move large equipment that is no longer used to UNO’s Property warehouse?
- vv. How will you move batches of smaller equipment to UNO’s Property warehouse?

General

- ww. Describe how you will gain operational efficiencies.

- xx. Describe how you will minimize and control expenses.
- yy. Describe how you will incorporate technology with resulting efficiencies.
- zz. Describe how you will change internal structure and controls to bring about strategic value.
- aaa. Describe how you will incorporate internal operating procedures.
Describe your access to resources not available to UNO and how these resources will benefit UNO.
- bbb. Discuss your firm's ability to increase overall employee productivity.
- ccc. Supervisory Training/Development - Describe the supervisory and management training and development program you will implement at UNO for supervisory personnel. Include subjects and hours of training.
- ddd. Worker Training - Provide a specific description of the training to be implemented for Grounds, Central Plant, Mechanical Maintenance, Building Maintenance, Support Staff, and any other workers.
- eee. Explain how you will provide customer service, including personnel assigned.
- fff. Provide information about subcontractors, if any.
- ggg. Describe and outline a 5-year plan that provides for continuous improvement for Maintenance Services at the University.
- hhh. Describe innovative concepts to be utilized, if any, for consideration.
- iii. Facilities Management Software Computerized Maintenance Management (Service Center) – Contractor shall provide an automated maintenance management system and import data from the existing system (Maximo) to effectively operate, maintain, monitor and repair all building systems. The ongoing cost will be the responsibility of Contractor.
 - ii. Contractor shall provide a detailed plan on the type of system it will propose in order to effectively manage all building systems.
 - iii. Contractor shall also address the manner in which the customers will access the services either through an automated work order system or through a staffed help desk operation.
 - iv. Describe the Facilities Management software you will provide, including any hardware requirements. The description of software should include, at a minimum: system modules, operating system, reports generated, data format, database engine, query capabilities and the like. The University will retain unconditional rights of ownership of all data generated by the system and such data must be submitted to the University at the end of the contract period in a standard file format (.dbf or equivalent) accompanied by table definitions and data dictionaries. Describe provisions for licensing and continued use of the software by the University at the end of the contract period.
- hh. Sustainability Plan -- The Contractor will provide a Sustainability Plan with a narrative on how the company plans to reduce waste and maximize the use of recyclable materials.
- ii. Special Projects – Contractor should be able to handle special projects outside the normal contract parameters when funding is provided by the University for materials, labor and/or overtime as needed and requested by the University. Describe the Proposer's ability to handle special projects. Provide a list of hourly costs for services handled as special projects outside the normal contract parameters when funding is provided by the University.
- jj. Disaster Recovery – Contractor should be able to provide disaster recovery services. Emergency preparation prior to disaster will be provided and paid for by the

Contractor. Any significant costs for emergency response immediately after disaster approved by the University will be paid by the University. Describe the Proposer's ability to provide such services.

- kk. Project Schedule – Please describe the Proposer's implementation plan. This schedule should include implementation timelines, responsible parties, etc.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the University to consider.

2.6.4 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Each Proposer should address how the firm will meet the following:

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

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

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

In RFP's requiring the compliance of a good faith subcontracting plan, the University may require Proposers to submit information on their business relationships and arrangements with certified LaVet or Hudson Initiative subcontractors at the time of proposal review. Agreements between a Proposer and a certified LaVet or Hudson Initiative subcontractor in which the certified LaVet or Hudson Initiative subcontractor promises not to provide subcontracting quotations to other Proposers shall be prohibited.

In performing its evaluation of proposals, the University reserves the right to require a non-certified Proposer to provide documentation and information supporting a good faith subcontracting plan. Such proof may include contracts between proposer and certified Veteran Initiative and/or Hudson initiative subcontractor(s),

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan the University, the Louisiana Department of Economic Development (LED), or the Office of State

Procurement (OSP) may audit Contractor to determine whether Contractor has compiled in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, emails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the University, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://legis.la.gov/Legis/Law.aspx?d=671504>.

The statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://legis.la.gov/Legis/Law.aspx?d=96265>.

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII Chapters 11 and 13) may be viewed at <http://www.doa.la.gov/pages/osp/se/secv.aspx>.

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at <https://smallbiz.louisianaeconomicdevelopment.com>.

Additionally, a list of Hudson and Veteran Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?quest_user=self_reg

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network <http://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/ Vendor/VndPubMain.cfm>

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SMALLE, VSE, or DVSE.

PART III: EVALUATION

The evaluation committee shall assign points to its evaluation of each Proposal for Custodial and Event Set-up and Maintenance Services as follows.

The University will evaluate proposals from qualified proposers for Custodial and Event Set-up Services only, Maintenance Services only or from proposers able to provide both Custodial and Event Set-up Services and Maintenance Services. Custodial and Event Set-up Services will be awarded to the highest scored proposal for Custodial and Event Set-up Services. Maintenance Services will be awarded to the highest scored proposal for Maintenance Services. So, if a contractor submits a proposal that includes both Custodial and Event Set-up Services and Maintenance Services, they may be awarded Custodial and Event Set-up Services or Maintenance Services or both services depending upon whether or not they are the highest scored proposal for each section (Custodial and Event Set-up Services and Maintenance Services).

Evaluation Criteria	Possible Points
Financial Proposal (Section 3.1)	38
Technical Proposal (Section 3.2)	50
Veteran and Hudson Initiative (Section 3.3)	12
Total Possible Points	100

The proposals will be evaluated in light of the material and the substantiating evidence presented to the University, not on the basis of what may be inferred.

For a Proposer to proceed to the Financial Proposal and Veteran and Hudson Initiative evaluation, the Proposer shall achieve a minimum score equivalent to fifty percent (50%) of the possible points assigned to the Technical Proposal. Any Proposal failing to receive the minimum score at the completion of the detailed evaluation of the technical proposals will not be evaluated further and will be ineligible for award.

The scores for the Financial and Technical Proposals and Veteran and Hudson Initiative will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for award.

3.1 Financial Proposal

The Financial Proposal should be packaged and sealed separately from the Technical Proposal and should be clearly marked as “FINANCIAL PROPOSAL”.

The following financial criteria will be evaluated:

Prices proposed by the Proposers should be submitted on the price schedule furnished in Exhibit “A”. Prices proposed should be firm.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost.

A proposer's base cost score (BCS) will be based on the cost information provided in Exhibit A and computed as follows:

$$\text{BCS} = (\text{LPC}/\text{PC} \times \text{FPP})$$

Where: BCS = Computed cost score (points) for Proposer being evaluated
 LPC = Lowest proposed cost of all Proposers
 PC = Total cost of Proposer being evaluated
 FPP = Financial Proposal Points

Note: The proposer must include an itemized listing of all expenses or fees, if applicable (including travel), that are expected to be paid by the University. Travel and other allowable expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out of State travel will be subject to prior approval by the Secretary of the University or his/her designee.

3.2 Technical Proposal

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee in the evaluation of the technical proposal. Such factors include:

- Company Qualifications, Background and Experience
 - Financial Stability
 - Customer Satisfaction
- Approach and Methodology
 - Service Performance
 - Service Improvement
 - Staffing and Training
 - Minimizing and Controlling Expenses
 - Sustainability Plan
 - Disaster Recovery
 - Implementation Plan

3.3 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Twelve percent (12%) of the total evaluation points in this RFP are reserved for Proposers who are certified small entrepreneurship or who will engage the participation of one or more certified small entrepreneurships as subcontractors. Reserved points shall be added to the applicable Proposers' evaluation score as follows:

Proposer Status and Allotment of Reserved Points

- i. If the Proposer is a certified Veterans Initiative small entrepreneurship, the Proposer shall receive points equal to twelve percent (12%) of the total evaluation points in this RFP.
- ii. If the Proposer is a certified Hudson Initiative small entrepreneurship, the Proposer shall receive points equal to ten percent (10%) of the total evaluation points in this RFP.
- iii. If the Proposer demonstrates its intent to use certified small entrepreneurship(s) in the performance of contract work resulting from this solicitation, the Proposer shall receive points equal to the net percentage extent of contract work which is projected to be performed by or through certified small entrepreneurship subcontractors, multiplied by the appropriate number of evaluation points.
- iv. The total number of points awarded pursuant to this Section shall not exceed twelve percent (12%) of the total number of evaluation points in this RFP.

PART IV: PERFORMANCE STANDARDS

4.1 Performance Requirements

The performance of the Contractor will be assessed based on the APPA levels of service criteria contained in this RFP (see Exhibit F). Campus appearance, employee satisfaction and motivation, systems operations, expenditures and customer satisfaction are extremely important.

4.2 Performance Measurement/Evaluation

Increase operational effectiveness and efficiency of campus buildings and infrastructure using the APPA levels of service criteria for custodial, maintenance and grounds contained in this RFP (see Exhibit F). The contractor will be responsible for all work at an acceptable level or higher and for continuously self-auditing his performance.

4.3 Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements

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

If a contract is awarded to a Proposer who proposed a good faith subcontracting plan, the University, the Louisiana Department of Economic Development (LED), or the Office of State Procurement (OSP) may audit Contractor to determine whether Contractor has complied in good faith with its subcontracting plan. The Contractor must be able to provide supporting documentation (i.e., phone logs, fax transmittals, letter, e-mails) to demonstrate its good faith subcontracting plan was followed. If it is determined at any time by the University, LED, or the OSP Director that the Contractor did not in fact perform in good faith its subcontracting plan, the contract award or the existing contract may be terminated.

**Exhibit A
Pricing Schedule**

Prices proposed by the Contractors should be submitted on this Price Schedule. Prices submitted shall be firm for the term of the contract, however, prices will be increased each year by the amount of the average annual percent change in the Consumer Price Index for All Urban Consumers or 3%, whichever is less.

Prices should include delivery of all items F.O.B. destination.

The successful firm shall be required to furnish all labor, equipment, machinery, transportation and other implements necessary to execute this contract.

The University would like all proposers to include a Fixed M&R Budget of \$1,000,000, annually, for Partial Cost Maintenance Services up to a cost/value of \$5,000 per occurrence as specified in the RFP and below.

The University estimates a budget of \$1.5 million per year for Custodial and Event Set-up Services and \$3 million dollars for Maintenance Services.

1. Custodial and Event Set-up Services -

1st Year Price for APPA Level 2 Custodial and Event Set-up Services \$ _____

1st Year Price for APPA Level 3 Custodial and Event Set-up Services \$ _____

2. Maintenance Services

1st Year Price for Maintenance Services APPA Level 2 \$ _____

1st Year Price for Maintenance Services APPA Level 3 \$ _____

3. Deep Cleaning – Custodial and Event Set-up Services Contractor should provide a separate price to perform “deep cleaning” services at an APPA level above the current level (i.e. if University is currently receiving APPA level 3, “deep cleaning” would be at APPA level 2) during the month of July, or on a mutually agreed upon date, annually.

1st Year Price for Deep Cleaning, APPA Level 2 to APPA Level 1 \$ _____

1st Year Price for Deep Cleaning, APPA Level 3 to APPA Level 2 \$ _____

**4. Discount Amount for Being Awarded Both Services, Custodial and Event Set-up Services and Maintenance Services \$ _____
This discount will not be used in the award evaluation**

Exhibit B**Monthly/Annual Payment Amounts Under Current Contract**

Month	Year 1	Year 2	Year 3	Year 4	Year 5
	10/1/15-9/30/16	10/1/16-9/30/17	10/1/17-9/30/18	10/1/18-9/30/19	10/1/19-Present
Oct	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	\$ 457,604.92
Nov	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	\$ 457,604.92
Dec	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	\$ 457,604.92
Jan	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	\$ 457,604.92
Feb	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	
Mar	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	
Apr	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	
May	\$ 426,962.69	436,782.83	\$ 444,708.37	\$ 457,604.92	
June	\$ 426,962.69	439,338.04	\$ 444,708.37	\$ 457,604.92	
July	\$ 426,962.69	444,708.37	\$ 444,708.37	\$ 457,604.92	
Aug	\$ 426,962.69	444,708.37	\$ 444,708.37	\$ 457,604.92	
Sept	\$ 426,962.69	444,708.37	\$ 444,708.37	\$ 457,604.92	
TOTAL	\$ 5,123,552.28	5,267,725.79	\$ 5,336,500.44	\$ 5,491,259.04	\$ 1,830,419.68

Notes:

Amendment 1 - 2.3% Escalation effective 10/1/16

Amendment 2 - Add custodial services to library and delete custodial services at the athletic center effective 6/1/17

Amendment 2 - Add environmental service attendants for the arena effective 7/1/17

Amendment 3 - Escalation 2.9% effective 10/1/18

Exhibit C

UNO Facility Services Employees

Job Title	Description of Work
Associate Vice President Facility Services	<ul style="list-style-type: none">• Manages Facility Services Contractor and serves as University liaison for end users• Managers UNO Project Managers• Manages Facility Services budget and state capital outlay and deferred maintenance projects, and their associated budgets
Director of Maintenance	<ul style="list-style-type: none">• Serves as University liaison for end users in all maintenance related matters• Manages in-house and state projects, as assigned
Assistant Director Central Plant	<ul style="list-style-type: none">• Assists Facility Services Contractor in all Central Plant matters• Manages all control devices• Manages in-house and state projects, as assigned• Manages maintenance of Facility Explorer equipment, software, and upgrades
Project and Contract Manager	<ul style="list-style-type: none">• Works with Facility Services Contractor in all matters relating to roofs, life safety, and elevator matters• Managers in-house and state projects as assigned

EXHIBIT D - HOT AND CHILLED WATER SYSTEMS

	WATER LOOPS FOR TREATMENT	COMMENTS
Building		
Administration	Hot Water heat exchanger	CHW from Plant
Administration Annex	Hot Water heat exchanger	CHW from Plant
Alumni	DX cooling with electric heat (no loops)	
Athletic Building	Hot Water Loop	
	Chilled Water Loop	
Biology	Hot Water heat exchanger	CHW from Plant
Commons	Chilled Water Loop (stand alone) w/electric heat	
	Exhibit D	
	Hot and Chilled Water Systems	
Cove	Chilled water Loop	
	Hot Water Loop	
Chemistry Science Annex	Hot Water heat exchanger	CHW from Plant
Computer Center	Hot Water heat exchanger	CHW from Plant
CUP	Secondary Hot Water Loop (sends hot water to all heat exchangers)	
	Boiler 1 Hot Water Loop	
	Boiler 2 Hot Water Loop	
	Chilled Water Loop (sends CW to all buildings on the CUP)	
	Cooling Tower	
East Central Plant	Hot Water Loop	
	Chilled Water Loop	
	Cooling Tower	
Education	Hot Water heat exchanger	CHW from Plant
Engineering	Hot Water heat exchanger	CHW from Plant
G&P	Hot Water heat exchanger	CHW from Plant
HRT + Fine Arts	Hot Water Loop	CHW from Plant
HPC	Hot Water heat exchanger	CHW from Plant
International Center	Heat Pump Loop	
	Cooling Tower	
Kirschman	Hot Water heat exchanger	CHW from Plant
Liberal Arts	Hot Water heat exchanger	CHW from Plant

Building	WATER LOOPS FOR TREATMENT	COMMENTS
Library	Hot Water heat exchanger	CHW from plant
Lafitte Village	Chilled Water Loop	
Math	Hot Water heat exchanger	CHW from Plant
Milneburg	Hot Water heat exchanger	CHW from plant
North Chiller Plant	Chilled Water Loop	
	Cooling Tower	
North Boiler Plant	Hot Water Loop	
PAC	Hot Water Loop	
Pontchartrain Hall	Hot Water Loop	CHW from Plant
Recreation And Fitness	Hot Water Loop	CHW from plant
Science	Hot Water Loop	CHW from plant
University Center	Hot Water Loop	CHW from plant

EXHIBIT E - UNO BUILDING LIST

Proposers will provide the following services: Custodial (C) and/or Maintenance (M) as indicated

	UNO Buildings	Move In Date	Custodial (C) and/or Maintenance (M)	Net Sq Ft 10/2013	Gross Sq Ft 10/2013
<u>Main Campus - Bldgs Currently Cleaned by Facility Services Staff</u>					
1	1. Administration	1966	C, M	22,170	24,099
2	2. Administration Annex	1974	C, M	22,125	23,063
3	3. Bicentennial Education Center	1976	C, M	81,814	86,853
4	4. Biology	1981	C, M	35,957	39,329
5	5. Central Utility Plant	1961	C, M	1,885	1,885
6	6. Chemical Science	1997	C, M	56,810	59,563
7	7. Commons	1969	C, M	17,237	17,237
8	8. Earl K Long Library	1964	C, M	240,366	252,510
9	9. Engineering	1987	C, M	131,892	134,867
10	10. Engineering Auditorium	1987	C, M	5,081	5,081
11	11. Facility Services (Physical Plant Services) – vacant	1970	C, M	18,447	18,865
12	12. Facility Services Garage (Physical Plant Services-Garage)	1980	C, M	1,027	1,027
13	13. Fine Arts	1974	C, M	27,025	27,639
14	14. Geology & Psychology	1972	C, M	70,958	75,273
15	15. Hotel, Restaurant, Tourism (aka Campus Police)	1982	C, M	18,604	19,974
16	16. Homer L. Hitt Alumni & Visitor Center	2005	C, M	21,056	23,300
17	17. Human Performance Center (Health & Physical Ed)	1968	C, M	56,562	59,503
18	18. International Center (aka Child Care Center)	1993	C, M	15,134	15,414
19	19. Kirschman Hall	2005	C, M	135,082	140,021
20	20. Laffite Village Bldg A	1973	C, M	12,343	12,343
21	21. Laffite Village Bldg B	1973	C, M	12,382	12,382
22	22. Laffite Village Bldg C	1973	C, M	13,515	13,515
23	23. Laffite Village Bldg D	1973	C, M	13,551	13,551
24	24. Laffite Village Bldg E	1973	C, M	14,829	14,829
25	25. Laffite Village Laundry Bldg F (gross includes Mech Rm)	1973	C, M	671	2,534
26	26. Lafitte Village Picnic Shelter	1973	C, M	782	782
27	27. Liberal Arts (Basement & Switchgear pad included)	1960	C, M	114,687	122,008
28	28. Mathematics	1981	C, M	47,666	51,654
29	29. Milneburg Hall (aka Business Administration)	1967	C, M	81,813	85,536
30	30. Oliver St. Pe' (TRAC)	1996	C, M	28,876	29,946
31	31. Performing Arts Center	1971	C, M	82,267	85,018
32	32. Pontchartrain Hall (N)	2007	C, M	106,405	108,414
33	33. Pontchartrain Hall (S)	2008	C, M	99,397	102,893
34	34. Recreation & Fitness Center	2002	C, M	99,713	103,714
35	35. Science	1960	C, M	106,373	114,621
36	36. University Center	1967	C, M	68,752	73,125
37	37. University Computer Center	1980	C, M	40,941	42,189
	subtotal			1,924,195	2,014,557
<u>Main Campus Maintenance Only</u>					
38	1. Amphitheatre (aka Student Park Pavilion) – an outdoor space	1986	M	3,217	3,217
39	2. Bienville Hall – building is vacant	1969	M	132,873	132,873
40	3. Biology Greenhouse #1, this is essentially garden space	-	M	1,030	1,030
41	4. Biology Greenhouse #2, this is essentially garden space	-	M	1,039	1,039
42	5. Biology Greenhouse #3, this is essentially garden space	-	M	459	459
43	6. Bus Terminal – building is an outdoor shelter	1970	M	3,024	3,024
44	7. Central Utility – Generator	1984	M	450	450
45	8. Cove	1972	M	14,371	15,200
46	9. Hazardous Storage	1986	M	1,254	1,254
47	10. 100' Masonry Stack – a decorative smoke stack	1942	M		
48	11. North Plant	2009	M	18,538	18,538
	subtotal			176,255	177,084

Square footages computed using Gross Sq Ft from 10/13 Space Survey subtracting Mech/Elec Rooms, Janitor's closets, TeleComm Rooms, Elevator Equip Rooms, Pump Rooms, Courtyards, and unfinished areas

UNO Buildings		Move In Date	Custodial (C) and/or Maintenance (M)	Net Sq Ft 10/2013	Gross Sq Ft 10/2013
<u>East Campus – Custodial and Maintenance</u>					
49	1. Athletic Facility (baseball clubhouse) Locker Room / Coach's Offices	1996	C, M	2,815	3,284
50	2. East Campus Central Plant	1983	C, M	34,791	35,132
51	3. Kiefer Lakefront Aren	1983	C, M	351,526	351,526
52	4. Maestri Stadium Bathroom Building	1996	C, M	522	522
53	5. Maestri Field Press Box & Concessions	2013	C, M	1475	1475
54	6. University Tennis Center Clubhouse	2007	C, M	9,612	9,612
	subtotal			400,741	401,551
<u>East Campus Maintenance Only</u>					
55	2. Maestri Field Grandstand, cleaned by Athletics' staff	1976	M	9,455	9,455
56	3. Privateer Field Dugout No. 1, cleaned by Athletics' staff	1976	M	1,365	1,365
57	4. Privateer Field Dugout No. 2, cleaned by Athletics' staff	1976	M	1,365	1,365
	subtotal			12,185	12,185
<u>OTHER LOCATIONS</u>					
58	1. Coastal Education Research Facility		M	2,000	2,000
59	2. UNO St. Claude Gallery		M	2,000	2,000
	subtotal			4,000	4,000
Grand Total				2,517,376	2,609,377
Total Building/Facilities		59			
Grand Total Net Square Footage		2,517,376			
Total Net Custodial Square Footage		2,324,936			
Total Net Maintenance Square Footage		2,517,376			
Total Gross Square Footage		2,609,377			

Square footages computed using Gross Sq Ft from 10/13 Space Survey subtracting Mech/Elec Rooms, Janitor's closets, TeleComm Rooms, Elevator Equip Rooms, Pump Rooms, Courtyards, and unfinished areas

Exhibit F
APPA Levels of Service Criteria
Housekeeping, Grounds and Maintenance

APPA Custodial Service Levels

APPA APPEARANCE LEVELS DEFINITIONS

Level 1 - Orderly Spotlessness

- Floors and base moldings shine and/or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Light all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 2 - Ordinary Tidiness

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along wall, but there can be up to two days worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 3 - Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and/or floor finish in corners and along walls can be seen.
- There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamp's all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odor-free.

Level 4 - Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is a noticeable buildup of dirt and/or floor finish in corners and along walls.
- There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Lamp fixtures are dirty and some lamp (up to 5 percent) are burned out.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 - Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is a conspicuous buildup of old dirt and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprint, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

Exhibit F
APPA Levels of Service Criteria
Housekeeping, Grounds and Maintenance

APPA GROUNDS STANDARDS

LEVEL 1. State-of-the-art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban areas, such as public squares, malls, government grounds, or college/university campuses.

- **TURF CARE.** Grass height maintained according to species and variety of grass. Mowed at least once every five working days but may be as often as once every three working days. Aeration as required but not less than four times per year. Reseeding or sodding as needed. Weed control to be practiced so that no more than 1 percent of the surface has weeds present.
- **FERTILIZER.** Adequate fertilization applied to plant species according to their optimum requirements. Application rates and times should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should be fertilized according to their individual requirements of nutrients for optimum growth. Unusually long or short growing seasons may *modify* the chart slightly.
- **IRRIGATION.** Sprinkler irrigated-electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL.** Minimum of once per day, seven days per week. Extremely high visitation may increase the frequency. Receptacles should be plentiful enough to hold all trash usually generated between servicing without overflowing.
- **PRUNING.** Frequency dictated primarily by species and variety of trees and shrubs. Length of growing season and design concept also a controlling factor, i.e., clipped vs. natural-style hedges. Timing scheduled to coincide with low demand periods or to take advantage of special growing characteristics.
- **DISEASE AND INSECT CONTROL.** At this maintenance level, the controlling objective is to avoid public awareness of any problems. It is anticipated at Level 1 that problems will either be prevented or observed at a very early stage and corrected immediately.
- **SNOW REMOVAL.** Snow removal starts the same day that accumulations of .5 inch are present. At no time will snow be permitted to cover transportation or parking surfaces longer than noon of the day after the snow stops. Application of snow-melting compound and/or gravel is appropriate to reduce the danger of injury due to falls.
- **SURFACES.** Sweeping, cleaning, and washing of surfaces should be done so that at no time does an accumulation of sand, dirt, or leaves distract from the looks or safety of the area.
- **REPAIRS.** Repairs to all elements of the design should be done immediately when problems are discovered, provided replacement parts and technicians are available to accomplish the job. When disruption to the public might be major and the repair is not critical, repairs may be postponed to a time period that is least disruptive.
- **INSPECTIONS.** A staff member should conduct inspection daily.
- **FLORAL PLANTINGS.** Normally, extensive or unusual floral plantings are part of the design. These may include ground-level beds, planters, or hanging baskets. Often, multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for a more frequent rotation of bloom.

Maximum care, including watering, fertilizing, disease control, disbudding, and weeding, is necessary. Weeding flowers and shrubs is done a minimum of once per week. The desired standard is essentially weeded free.

LEVEL 2. High-level maintenance. Associated with well-developed public areas, malls, government grounds, or college/university campuses. Recommended level for most organizations.

- **TURF CARE.** Grass cut once every five working days. Aeration as required but not less than two times per year. Reseeding or sodding when bare spots are present. Weed control practiced when weeds present a visible problem or when weeds represent 5 percent of the turf surface. Some pre-emergent products may be used at this level.
- **FERTILIZER.** Adequate fertilizer level to ensure that all plant materials are healthy and growing vigorously. Amounts depend on species, length of growing season, soils, and rainfall. Rates should correspond to at least the lowest recommended rates. Distribution should ensure an even supply of nutrients for the entire year. Nitrogen, phosphorus, and potassium percentages should follow local recommendations. Trees, shrubs, and flowers should receive fertilizer levels to ensure optimum growth.
- **IRRIGATION.** Sprinkler irrigated—electric automatic commonly used. Some manual systems could be considered adequate under plentiful rainfall circumstances and with adequate staffing. Frequency of use follows rainfall, temperature, season length, and demands of plant material.
- **LITTER CONTROL.** Minimum of once per day, five days per week. Offsite movement of trash depends on size of containers and use by the public. High use may dictate daily or more frequent leaning.
- **PRUNING.** Usually done at least once per season unless species planted dictate more frequent attention. Sculpted hedges or high-growth species may dictate a more frequent requirement than most trees and shrubs in natural-growth plantings.
- **DISEASE AND INSECT CONTROL.** Usually done when disease or insects are inflicting noticeable damage, are reducing vigor of plant material, or could be considered a bother to the public. Some preventive measures may be used, such as systemic chemical treatments. Cultural prevention of disease problems can reduce time spent in this category. Some minor problems may be tolerated at this level.
- **SNOW REMOVAL.** Snow removed by noon the day following snowfall. Gravel or snowmelt may be used to reduce ice accumulation.
- **SURFACES.** Should be cleaned, repaired, repainted, or replaced when their appearances have noticeably deteriorated.
- **REPAIRS.** Should be done whenever safety, function, or appearance is in question.
- **INSPECTIONS.** Inspection should be conducted by some staff member at least once a day when regular staff is scheduled.
- **FLORAL PLANTINGS.** Normally, no more complex than two rotations of bloom per year. Care cycle is usually at least once per week, but watering may be more frequent. Health and vigor dictate cycle of fertilization and disease control. Beds essentially kept weed free.

LEVEL 3. Moderate-level maintenance. Associated with locations that have moderate to low levels of development or visitation, or with operations that, because of budget restrictions, cannot afford a higher level of maintenance.

- **TURF CARE.** Grass cut once every ten working days. Normally not aerated unless turf quality indicates a need or in anticipation of an application of fertilizer.

Reseeding or resodding done only when major bare spots appear. Weed control measures normally used when 50 percent of small areas are weed infested or when 15 percent of the general turf is infested with weeds.

- **FERTILIZER.** Applied only when turf vigor seems to be low. Low-level application done once per year. Rate suggested is one-half the level recommended.
- **IRRIGATION.** Dependent on climate. Locations that receive more than 25 inches of rainfall a year usually rely on natural rainfall with the possible addition of portable irrigation during periods of drought. Dry climates that receive less than 25 inches of rainfall usually have some form of supplemental irrigation. When irrigation is automatic, a demand schedule is programmed. Where manual servicing is required, the norm would be two to three times per week.
- **LITTER CONTROL.** Minimum service of two to three times per week. High use may dictate higher levels during the warm season.
- **PRUNING.** When required for health or reasonable appearance. With most tree and shrub species, pruning would be performed once every two to three years.
- **DISEASE AND INSECT CONTROL.** Done only to address epidemics or serious complaints. Control measures may be put into effect when the health or survival of the plant material is threatened or when public comfort is an issue.
- **SNOW REMOVAL.** Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- **SURFACES.** Cleaned on a complaint basis. Repaired or replaced as budget allows.
- **REPAIRS.** Should be done whenever safety or function is in question.
- **INSPECTIONS.** Inspections are conducted once per week.
- **FLORAL PLANTINGS.** Only perennials or flowering trees or shrubs.

LEVEL 4. Moderately low-level maintenance. Associated with locations affected by budget restrictions that cannot afford a high level of maintenance.

- **TURF CARE.** Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- **FERTILIZER.** Not fertilized.
- **IRRIGATION.** No irrigation.
- **LITTER CONTROL.** Once per week or less. Complaints may increase level above one servicing.
- **PRUNING.** No regular trimming. Safety or damage from weather may dictate actual work schedule.
- **DISEASE AND INSECT CONTROL.** None except where the problem is epidemic and the epidemic condition threatens resources or the public.
- **SNOW REMOVAL.** Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- **SURFACES.** Replaced or repaired when safety is a concern and when budget is available.
- **REPAIRS.** Should be done whenever safety or function is in question.
- **INSPECTIONS.** Inspections are conducted once per month.
- **FLORAL PLANTINGS.** None. May have wildflowers, perennials, flowering trees, or shrubs in place.

LEVEL 5. Minimum-level maintenance. Associated with locations that have severe budget restrictions.

- **TURF CARE.** Low-frequency mowing scheduled based on species. Low growing grasses may not be mowed. High grasses may receive periodic mowing. Weed control limited to legal requirements for noxious weeds.
- **FERTILIZER.** Not fertilized.
- **IRRIGATION.** No irrigation.
- **LITTER CONTROL.** On demand or complaint basis.
- **PRUNING.** No pruning unless safety is involved.
- **DISEASE AND INSECT CONTROL.** No control except in epidemic or safety situations.
- **SNOW REMOVAL.** Snow removal done based on local law requirements but generally accomplished by the day following snowfall. Some crosswalks or surfaces may not be cleared at all.
- **SURFACES.** Serviced only when safety is a consideration.
- **REPAIRS.** Should be done whenever safety or function is in question.
- **INSPECTIONS.** Inspections are conducted once per month.
- **FLORAL PLANTINGS.** None. May have wildflowers, perennials, flowering trees, or shrubs in place.

Exhibit F
APPA Levels of Service Criteria
Housekeeping, Grounds and Maintenance

(UNO MODIFIED) APPA MAINTENANCE STANDARDS

Level 2 - Comprehensive Stewardship

- Response time for most service needs, including limited maintenance activities, is normally less than one week.
- Customer satisfaction is usually complimentary of all facilities' related services.
- Preventative maintenance is 75-100% versus corrective maintenance.
- Maintains a well-developed preventative maintenance program. Considerable reactive maintenance required due to systems wearing out prematurely. Infrequent emergencies caused by cooling system failures, pump failures, etc.
- Interior aesthetics maintain clean, crisp finishes.
- Exteriors aesthetics remain watertight and clean.
- Lighting aesthetics remain bright and clean, attractive lighting.
- Maintenance activities seem organized with direction. Building and equipment components are usually functional and in operating condition. Service and maintenance calls are responded to in a timely manner. Equipment and buildings are regularly upgraded keeping them current with modern standards and usage.
- Breakdown of building systems is limited to components of system.

Level 3 – Managed Care

- Response times of one month or less with service availability dependent on maintenance reduction.
- Customers are accustomed to basic level of facilities maintenance. Mostly able to perform mission duties.
- Preventative maintenance is 50-75% versus corrective maintenance.
- Reactive maintenance dominates due to systems failure to perform, especially during seasonal peaks. Effort is still made at preventative maintenance, time and staff permitting.
- Interior aesthetics have average finishes.
- Exteriors aesthetics contain minor leaks and blemishes with average appearance.
- Lighting aesthetics appear lit and clean with a small percentage of outages.
- Maintenance activities seem to be somewhat organized, but are people-dependent. Building and equipment components are generally functional, but occasional breakdowns occur. Service and maintenance call response times are sporadic and variable, without apparent cause. Equipment and buildings are sometimes upgraded to current standards and use, but not enough to control the effects of normal usage and deterioration.
- Building and systems components fail periodically or often.

Source: APPA Maintenance Staffing Guidelines for Educational Facilities

EXHIBIT G - EQUIPMENT LIST

Asset ID	Tag Number	Descr	Acq Date	Manufacturer	Model	Serial ID	Custodian	Location	Cost
00013444	032739	AIR COMPRESSOR	6/30/2003	N/A	N/A	PX6S05J02214		CENPLNT-E	6600.000
00021307	040540	LIFT LV SKID 2200	8/7/2008	N/A	4ZD59	08060891		CENPLNT-E	1849.900
00004242	013601	50 TON SHOP PRESS	7/1/1984	CAROLINA	N/A	15685		CENPLNT-M	3000.000
00004243	013606	REFRIGERANT RECLAIM SYSTEM	7/1/1990	VAN STENBURGER	IV-904	1190756		CENPLNT-M	9939.000
00004257	013644	ELECTRONIC TUBE CLEANING SYSTE	7/1/1980	N/A	SENS-N-REAM	N/A		CENPLNT-M	1780.000
00004321	013796	ADJUSTABLE A FRAME	7/1/1997	SPANCO	N/A	9707056		CENPLNT-M	4503.000
00012227	032739	BASE RADIO	4/11/2006	Motorola	N/A	0191600026		CENPLNT-M	1108.000
00017994	037939	AIR CONDITIONER	11/3/2006	N/A	PRO 24	06060575240		CENPLNT-M	3295.000
00017995	037940	AIR CONDITIONER	11/3/2006	N/A	PRO 24	0806019240		CENPLNT-M	3295.000
00017996	037941	AIR CONDITIONER	11/3/2006	N/A	PRO 24	06060544240		CENPLNT-M	3295.000
00017997	037942	AIR CONDITIONER	11/3/2006	N/A	PRO 24	08060104240		CENPLNT-M	3295.000
00019226	038714	PORTABLE AIR CONDITIONING	8/29/2007	N/A	OFFICE PRO 18	07070809180		CENPLNT-M	2770.950
00019227	038715	PORTABLE AIR CONDITIONING	8/29/2007	N/A	OFFICE PRO 18	07070791380		CENPLNT-M	2770.950
00021218	040533	ELECTRONIC BALOMETER	8/5/2008	Alnor	51B28	90824026		CENPLNT-M	2637.490
00000022213	045798	STACK EFFICIENCY TESTER SET	4/1/2010	N/A	GOODWAY 200-P	55209158		CENPLNT-M	1860.000
000000021482	040539	ELECTRIC SCISSOR CART	8/7/2008	N/A	3E899	5554996		CENPLNT-N	1497.800
00012352	031752	UHF REPEATER	11/14/2002	N/A	QUANTAR	379N0035M1		CENPLNT-N	1497.800
000000021553	045254	DIGITAL REPEATER SYSTEM	4/8/2009	N/A	ICOM FR600011	1101204		ENG ROOF	8822.000
000000023521	047381	UHF REPEATER	3/26/2012	N/A	CHANNEL #3	484TN44064		ENG ROOF	6323.000
000004320	013787	LIFT	7/1/1991	GENIE	N/A	Z3000-F		ENG ROOF	3112.250
00021802	045112	DRYER	2/20/2009	N/A	N/A	550986		H&PE 111	4590.000
00019383	038736	TRANSMITTER	9/12/2007	N/A	N/A	0000009249		H&PE 124	3690.000
00004128	013448	PANEL SAW	7/1/1991	AMERICA	H4	7716783		LIB ROOF	1795.000
00008570	026245	METAL CUTTING BAND SAW	2/29/2000	CAROLINA	N/A	15928		PPS CARP	1270.000
00018013	037915	TABLE SAW	10/17/2006	Deyton	N/A	200508		PPS CARP	2000.000
00019749	039240	COMPUTER	1/22/2008	Dell	OPTIPLEX 755	42NDF1		PPS CARP	1539.900
00004209	013521	DIESEL TRACTOR (G11)	7/1/1996	KUBOTA	M4700F	11062		PPS ELECTR	1427.300
00004324	013810	2 AXEL TRAILER 8 X 12 (E10)	7/1/1984	N/A	000228	TR9A		PPS GROUN	14085.000
00004328	013818	TRACTOR TOWED GRADER	7/1/1994	VERSA TECH	6000	N/A		PPS GROUN	2730.000
00010869	029608	Z WHEEL FRONT MOWER (M32)	7/17/2001	John Deere	1435	MSG041570		PPS GROUN	13379.870
00010909	030310	8' X 24' GOOSENECK TRAILER	1/14/2002	N/A	TANDEM DUAL AXLE	13ZGF242911006695		PPS GROUN	5219.000
00011710	031022	40' CONTAINER	5/27/2002	N/A	N/A	498681-0		PPS GROUN	1925.000
00012402	031753	40' SHIP CONTAINER	11/14/2002	Boasso	N/A	4115494		PPS GROUN	1900.000
00012587	032099	40' CONTAINER	1/14/2003	N/A	N/A	4327659		PPS GROUN	1900.000
00015668	033881	TRAILER MOUNTED SPRAYER (E12)	11/16/2004	N/A	BRIGGS & STRATON	N/A		PPS GROUN	4995.009
000000025631	035271	OUTDOOR CHEMICAL STORAGE BUILD	3/18/2005	N/A	N/A	N/A		PPS GROUN	4995.950
00016824	035703	TURBINE DEBRIS BLOWER	11/7/2005	N/A	JOHN DEER BJD145	10587		PPS GROUN	3999.000
00015697	036035	20' CONTAINER	11/10/2004	Boasso	N/A	6081460		PPS GROUN	1800.000
00015710	036055	BACKHOE (M29)	1/4/2005	New Holland	NEW HOLLAND LB758	657118		PPS GROUN	40003.270
00017946	037777	55 GALLON SKID SPRAYER	9/26/2006	N/A	BW COMPANIES	22029983N1		PPS GROUN	3445.380
00018014	037908	KUBOTA TRACTOR (GT2)	10/10/2006	Kubota	13430	38235		PPS GROUN	13276.220
00019210	038662	CONSTRUCTION DIAPHRAM PUMP	8/8/2007	N/A	N/A	703088		PPS GROUN	1489.500
00019209	038664	BOBCAT TRACK LOADER(GT6)	8/9/2007	N/A	1190	531618061		PPS GROUN	31138.000
00019208	038665	72 INCH BUCKET GRAP	8/9/2007	BOBCAT	72 INDL	456107262		PPS GROUN	2510.000
000000021819	039092	MOUNTED BACKHOE	12/5/2007	BOBCAT	BOBCAT BACKHOE	074601120		PPS GROUN	3233.000
00019675	039115	PRESSURE WASHER	12/21/2007	N/A	JOHN DEER 3800 PSI	1015330040		PPS GROUN	1290.000
00020107	039540	BIG TEX HYDRAULIC DUMP (E11)	4/4/2008	N/A	BIG TEX	16VDX122382308169		PPS GROUN	7550.000
00021162	040524	AUGER DRIVE UNIT	8/1/2008	BOBCAT	30C	9441512747		PPS GROUN	1381.000
00021161	040525	35" TREE PLANTING BIT	8/1/2008	BOBCAT	GST510	5476149		PPS GROUN	1010.470

Asset ID	Tag Number	Descr	Acq Date	Manufacturer	Model	Serial ID	Custodian	Location	Cost
0001222	040538	TRENCH BEDSCAPPER	8/20/2008	N/A	BE310A	A631757		PPS_GROUND	2599.000
00021271	040642	CHIPPER/SHREDDER	8/25/2008	N/A	N/A	02567499		PPS_GROUND	4552.160
00004223	013550	20' BURNISHER	7/1/1997	ADVANCE	N/A	1187383		PPS_HOUSE	1370.000
00004229	013566	20' ADVANCED SCRUBBER	7/1/1996	ADVANCE	WHIRLWIND	1157668		PPS_HOUSE	1591.000
00004275	013689	20' BURNISHER	7/1/1997	ADVANCE	N/A	1187006		PPS_HOUSE	1370.000
00015581	038793	HIGH SPEED BUFFER	10/7/2004	Whitmanac	20VHS	1787504		PPS_HOUSE	1224.000
00016847	038825	FLOOR BUFFER	2/17/2006	Advance	BA 5321	053114184		PPS_HOUSE	4228.000
00015810	036014	AUTO SCRUBBER	12/9/2004	N/A	SABER GUIDE SG302	1000136030		PPS_HOUSE	12103.440
00018290	036708	AUTOMATIC SCRUBBER	2/22/2007	N/A	ADVANCE WALK BEHIND	064222860		PPS_HOUSE	4417.000
00018291	036709	AUTOMATIC SCRUBBER	2/22/2007	N/A	ADVANCE MICROMAX	063015851		PPS_HOUSE	3408.000
00018075	037933	BURNISHER	10/31/2006	N/A	PRO 21H	1893161		PPS_HOUSE	2274.000
00018076	037934	BURNISHER	10/31/2006	N/A	PRO 21H	1893160		PPS_HOUSE	2274.000
00015224	034983	SECURITY CART	8/19/2004	Del	DS-NC3-16	N/A		PPS_LOCK	1376.960
00018498	036895	CODE PUNCH MACHINE	4/30/2007	N/A	HP 1200 PCH	5665		PPS_LOCK	1579.940
00021493	040866	KEY MACHINE	11/17/2008	N/A	123 SHARK	770		PPS_LOCK	4650.000
00008920	027196	20' STEEL CONTAINER	5/31/2001	BOASSO	N/A	283139		PPS_LOCK	1550.000
00017228	037181	20' CONTAINERS	4/5/2006	N/A	A & M CONTAINER	GATU0231267		PPS_LOCK	1950.000
00017229	037182	20' CONTAINERS	4/5/2006	N/A	A & M CONTAINER	GATU0586689		PPS_LOCK	1950.000
00017230	037183	20' CONTAINERS	4/5/2006	N/A	A & M CONTAINER	GATU0204430		PPS_LOCK	1950.000
00017231	037184	20' CONTAINERS	4/5/2006	N/A	A & M CONTAINER	GATU0326104		PPS_LOCK	1950.000
00017557	037566	STORAGE CONTAINER	6/20/2006	N/A	A & M CONTAINER SALES	GATU071941		PPS_LOCK	1995.000
00017558	037567	STORAGE CONTAINER	6/20/2006	N/A	A & M CONTAINER SALES	GATU066078		PPS_LOCK	1995.000
00017556	037568	STORAGE CONTAINER	6/20/2006	N/A	A & M CONTAINER SALES	GATU071694		PPS_LOCK	1995.000
00021299	040627	MTD GENERATOR (PG1)	8/14/2008	N/A	T45	T4508100147		PPS_LOCK	17719.000
00021294	040628	MTD GENERATOR (PG2)	8/14/2008	N/A	T45	T4508000129		PPS_LOCK	17719.000
00021290	040629	MTD GENERATOR (PG3)	8/14/2008	N/A	T45	T4508000130		PPS_LOCK	17719.000
00021391	040717	TOWABLE LIGHT TREE (T1)	9/16/2008	N/A	RL4000	RL40082980		PPS_LOCK	7245.000
00004184	013484	1 TON CHAIN HOIST	7/1/1998	YALE	N/A	N/A		PPS_MECH	2000.000
00017492	037529	COOLTECH/COOL XCHANGE	6/26/2006	N/A	R08 COOLSHOT 75700	201320		PPS_MECH	1416.140
00017961	037902	WELDING MACHINE	10/9/2006	N/A	HOBARD 4500	LG340276R		PPS_MECH	1250.000
00021278	040640	GENIUS SCANNING TOOL	8/25/2008	N/A	N/A	MSE14801871		PPS_MECH	3028.000
0000002262	046130	TIRE CHANGER	10/29/2010	N/A	CTS 80050A-F1	1010108912		PPS_MECH	4950.000
00018350	036754	SEWER MACHINE	2/28/2007	N/A	SPEEDROTER 91	S91W80420		PPS_MECH	1598.530
00018016	037943	PIPE FREEZING UNIT	10/24/2006	Rigid	SF-2500	1624197		PPS_MECH	2395.000
00018057	037998	CAMERA SYSTEM	11/28/2006	N/A	MODULAR PIPE INSPECTION	SL-1224		PPS_MECH	12627.000
00019207	038661	GENERATOR/WELDING MACHINE	8/8/2007	Miller	BLUESTAR 145	LH250527R		PPS_MECH	1355.050
00019601	039072	NATURAL GAS DETECTOR	11/29/2007	N/A	N/A	MW11005		PPS_MECH	1115.000
00019715	039124	SELF-PRIMING TRASH PUMPS	1/4/2008	N/A	3 INCH	1207		PPS_MECH	1510.000
00020237	039617	SUBMERSIBLE NON CLOG PUMP	5/9/2008	N/A	S4N300W-4-4	551206		PPS_MECH	4997.000
00020706	039852	ENGINE DRIVEN CENTRIFUGAL PUMP	6/10/2008	Deyton	PUMP 2-INCH	0277675		PPS_MECH	1098.000
00010431	029645	5000LB FORK LIFT	8/24/2001	N/A	FD25F	3100548		PPS_MECH	17132.000
00010432	029646	5000LB FORK LIFT	8/24/2001	N/A	FD25F	3100538		PPS_MECH	17132.000
00020243	039837	HYDRAULIC CRIMPING TOOL	5/27/2008	N/A	N/A	ADM3751322B83		PPS_MECH	1256.750
00021463	040863	KUBOTA ATV (M25)	11/17/2008	Kubota	RTV900W	93395		PPS_MECH	11994.000
00021464	040864	KUBOTA ATV (M26)	11/17/2008	Kubota	RTV900W	92127		PPS_MECH	11994.000
00021465	040865	KUBOTA ATV (CS)	11/17/2008	Kubota	RTV900W	92637		PPS_MECH	11994.000
00017315	037226	KUBOTA ATV (G13)	3/31/2006	Kubota	RTV900W	42490		PPS_MECH	10158.000
00017869	037761	KUBOTA ATV (G14)	8/29/2006	Kubota	RTV900W	200277		PPS_MECH	10763.200
000000021882	040528	KUBOTA ATV (G18)	8/5/2008	Kubota	RTV 900	93462		PPS_MECH	10516.000
00017888	037743	GAS GOLF CART (M1)	8/10/2006	N/A	GOLF CARS OF LA	M1		PPS_MECH	9618.000
00017893	037744	GAS GOLF CART (M2)	8/10/2006	N/A	GOLF CARS OF LA	M 2		PPS_MECH	11343.000

Asset ID	Tag Number	Descr	Acq Date	Manufacturer	Model	Serial ID	Custodian	Location	Cost
00017894	037745	GAS GOLF CART (C9)	8/10/2006	N/A	GOLF CARS OF LA	M 11		PPS LOT	11343.000
00017889	037746	GAS GOLF CART (C3)	8/10/2006	N/A	GOLF CARS OF LA	M 13		PPS LOT	9618.000
00017896	037748	GAS GOLF CART (M8)	8/10/2006	N/A	GOLF CARS OF LA	M 8		PPS LOT	11343.000
00017897	037749	GAS GOLF CART (16)	8/10/2006	N/A	GOLF CARS OF LA	M 16		PPS LOT	11343.000
00017890	037750	GAS GOLF CART (M44)	8/10/2006	N/A	GOLF CARS OF LA	M44		PPS LOT	9618.000
00017891	037751	GAS GOLF CART (C8)	8/10/2006	N/A	GOLF CARS OF LA	C 8		PPS LOT	9618.000
00017898	037753	GAS GOLF CART (M10)	8/10/2006	N/A	GOLF CARS OF LA	M 10		PPS LOT	11343.000
000000021883	040529	KUBOTA ATV (M4)	8/5/2008	Kubota	RTV 900	89778		PPS LOT	11575.000
000000021884	040530	KUBOTA ATV (M5)	8/5/2008	Kubota	RTV 900	91347		PPS LOT	11575.000
000000021886	040532	KUBOTA ATV (C010)	8/5/2008	Kubota	RTV 900	89779		PPS LOT	11575.000
000000021446	045410	2009 CARGO VAN (M033)	7/16/2009	Ford	3/4 TON (VEHICLE)	1FTNE2AW79DA79772		PPS HOUSE	16552.000
00004194	013504	TRUCK (M21)	7/1/1996	FORD	1997 STAKE BODY (VEHICLE)	1FDNF8UC1VA05159		PPS LOT	34527.000
00009965	029240	TRUCK (C03)	6/29/2001	DODGE	Z001 J500 (VEHICLE)	1B7HC16X91S323800		PPS LOT	12209.000
00010819	029247	PICK-UP TRUCK (M019)	6/7/2001	Dodge	2001 RAM3500 QUAD (VEHICLE)	1FTDF1729VND02796		PPS LOT	20916.000
00012586	031387	PICK-UP TRUCK (M024)	9/6/2002	Ford	1997 F-150 (VEHICLE)	1F7DF1377JL597287		PPS LOT	1776.000
00013585	032784	1997 PICK-UP TRUCK (M42)	7/28/2003	Ford	1997 F-150 (VEHICLE)	1FTDX18W9VKB61377		PPS LOT	8900.000
00013591	032790	PICK-UP TRUCK (M35)	8/1/2003	Dodge	1999 RAM 1500 (VEHICLE)	1B7HC16X4X309683		PPS LOT	6700.000
00017104	035812	1998 CHEVROLET S-10 (M03)	2/10/2006	Chevrolet	5-10 (VEHICLE)	1GCCS14XXW8209945		PPS LOT	7400.000
00017106	035813	1997 CHEVY TRUCK (M020)	2/10/2006	Chevrolet	5-10 (VEHICLE)	1GCCS14XZV8190056		PPS LOT	6500.000
00017103	035814	1998 DODGE TRUCK (Y52)	2/10/2006	Dodge	RAM 1500 (VEHICLE)	1B7HF16R6W5700110		PPS LOT	8100.000
00017102	035816	1998 DODGE TRUCK (M018)	2/10/2006	Dodge	RAM 1500 (VEHICLE)	1B7HF16R7M5713351		PPS LOT	8100.000
00017080	035895	2002 DODGE CARAVAN (MP1)	3/10/2006	Dodge	CARAVAN (VEHICLE)	1B4GP25312B660254		PPS LOT	7900.000
00017081	035896	2003 CHEVY TRUCK (M04)	3/10/2006	Chevrolet	C1500 (VEHICLE)	1GCEG14133Z256320		PPS LOT	10600.000
00017506	037171	FORD RANGER TRUCK (M36)	3/29/2006	Ford	1999 FORD RANGER (VEHICLE)	1FTYR10W5XPB41951		PPS LOT	6900.000
00017512	037294	FORD RANGER TRUCK (M037)	4/12/2006	Ford	RED FORD RANGER (VEHICLE)	1FTYR10V4XPB67778		PPS LOT	6400.000
000000021326	045347	BUCKET TRUCK (M23)	5/15/2009	Ford	BUCKET TRUCK (VEHICLE)	1FDXF80E3VVA28038		PPS LOT	14664.590

SERVICE REPORT				Veh: CO-3		Month/Year: /	
Date	Firm Name	Odometer Reading	Service Report: Nature of Repairs (oil chg, tires, etc)	\$ Parts	\$ Labor	\$ Total	
OTHER COSTS				SAFETY INSPECTION CHECK LIST			
Date	Nature of Cost	Amount	CHECK FLUID LEVELS (BEFORE LONG TRIPS AND AT LEAST ONCE A WEEK)	<input type="checkbox"/> WINDSHIELD & INSPECTION STICKER <input type="checkbox"/> GAS OVER 1/2 FULL <input type="checkbox"/> HORN <input type="checkbox"/> CLEAN INSIDE & OUT			
			CHECK DAILY: LIGHTS, TURN SIGNALS, BRAKE LIGHTS BRAKES GAUGES FOR FUEL ENGINE STATUS, OIL TIRE INFLATION AND CONDITION				
TOTAL OTHER COSTS: \$			Safety Inspection Remarks				
Make sure your vehicle has, at all times, a bumper sticker reading "State of Louisiana For Official Use Only". Notify your Property Manager if you do not have one on your vehicle.							
PREVENTIVE MAINTENANCE RECORD							
Visual checks & inspections to be done every 6 mths or 6000 miles whichever soonest:	DATE	MILEAGE	COMMENTS				
Change engine oil and filter							
Replace air filter							
Change automatic transmission fluid & filter							
Fuel Filter Change							
Transfer Case Oil Change							
Inspection Sticker							
Visually check hoses & belts							
Check tires for unusual treadwear							
Check fluid levels:							
Coolant							
Battery Water							
Brake Master Cylinder							
Transmission							
Power Steering							
Differential/transaxle							
Clean battery posts & clamps							
Rotate tires							
Check CV Boots							
Tune engine (replace plugs/fuel filter, adjust carb, Check time)							
Check PCV valve							
Check exhaust system							
Remove all wheels & inspect brakes							

Total Repair Cost \$

Fuel Log Entry

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Fuel Log

Asset Number *	Begin Date	End Date *	Odometer/Hours *	Gallons *	Cost *	Remove
	08/01/2014	08/31/2014				
	08/01/2014	08/31/2014				
	08/01/2014	08/31/2014				

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Exhibit H

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[10/21/2014 10:30:30 AM](#)

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Vehicle Information

Asset Number: 53601-029240
 Description: TRUCK (CO3)

Log Maintenance

Completed	Info	Maintenance Category	Date *	Odometer/Hours *	Vendor *	Cost *	Description
<input type="checkbox"/>	<input type="checkbox"/>	TRANSFER CASE OIL CHANGE	09/08/2014	200,064			
<input type="checkbox"/>	<input type="checkbox"/>	OTHER	09/08/2014				
<input type="checkbox"/>	<input type="checkbox"/>	TRAN FLUID CHANGE	09/08/2014	200,064			
<input type="checkbox"/>	<input type="checkbox"/>	AIR FILTER CHANGE	09/08/2014	123,064			
<input type="checkbox"/>	<input type="checkbox"/>	OIL CHANGE	09/08/2014	123,064			
<input type="checkbox"/>	<input type="checkbox"/>	FUEL FILTER CHANGE	09/08/2014	145,064			
<input type="checkbox"/>	<input type="checkbox"/>	INSPECTION STICKER	09/08/2014				

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1031217

Log Repair

Date *

###

Odometer/Hours *

Vendor *

Description

Cost *

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Exhibit H

EXHIBIT I -REQUIRED INSPECTIONS
Copies of All Must be Provided to University

EQUIPMENT	FREQUENCY	REGULATIONS
CLEAN AGENT SYSTEM TOTAL =3	Semi-Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
ENG 131 Mechanical Rm		
ENG Hazardous Waste Rms		
CRC		
KITCHEN SUPPRESSION SYSTEMS TOTAL = 21	Semi-Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
Lakefront Arenab (4)		
University Center (4)		
Cove (3)		
Hotel, Restaurant & Tourism (3)		
International Center (1)		
Pontchartrain Hall (6)		
FIRE EXTINGUISHERS - ALL BUILDINGS TOTAL = 1040	Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
FIRE ALARMS - ALL BUILDINGS TOTAL = 30	Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
14 Remote Annunciator		
436 Manual Pull Station		
1485 Smoke Detector - Addressable		
174 Duct Detector - Addressable		
1823 Speaker Strobe/Horn Strobe		
138 Heat Dector - Addressable		
23 Waterflow Switch		
10 Tamper Switch		
FIRE SUPPRESSION SYSTEMS - SPRINKLER SYSTEMS & FIRE PUMPS TOTAL = 13	Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2, NFPA 20, NFPA 25
Chemical Science Annex		
Cove		
Engineering Building		
Earl K Long Library		
Geology & Psychology		
International Center		
Kirshman Hall		
Lakefront Arena		
Performing Arts Center		
Recreation and Fitness		
Pontchartrain Hall N		
Pontchartrain Hall S		
Oliver St. Pe' (TRAC)		
STANDPIPES -TOTAL = 11	Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
Library		
Chemical Science		
International Center		
Cove		
Engineering		
G&P		
Kirschman Hall		
Performing Arts Center		
Pontchartrain Hall		
TRAC		
Lakefront Arena		

EXHIBIT I -REQUIRED INSPECTIONS
Copies of All Must be Provided to University

EQUIPMENT	FREQUENCY	REGULATIONS
GAS - Testing and Surveying of the Master Meter Natural Gas System		State of Louisiana, Department of Natural Resources, Office of Pipeline Safety Title 43; CFR 49 Part 191 and Part 192 regulations in accordance with PHMSA Title 49; CFR Part 191 and Part 192 Regulations.
Gas Leakage of distribution system, Subpart M 192.723	Annual	Operations, Maintenance and Emergency Manual; Subpart L 192.605 and 192.615
Cathodic Protection Survey, Subpart M 192.465	Annual	Operator Qualification Program; Subpart N 192.801
Key Valve Inspection, Subpart M 192.747	Annual	Comprehensive System Map; Title 43 Subpart L 111(F)
Patrolling of distribution system, Subpart M 192.721	Quarterly	Public Awareness Program (PAP); Subpart L 192.616(J)
Odorization "sniff" test, Subpart M 192.625	Quarterly	Distribution Integrity Management Program (DIMP); Subpart P 192.1015
Rectifier inspection, Subpart M 192.465	Quarterly	
Grease Traps - TOTAL = 7		LA State Uniform Construction Code (LAC 17:1 Chapter 1), International Building Code and International Plumbing Code
HRT	Quarterly	
Rec & Fitness Center	Annual	
UC - Large	Bi-Monthly	
UC - Small	Bi-Monthly	
Cove - North	Bi-Monthly	
Cove - South	Bi-Monthly	
International Center	Every 4 Mth	
Lint Traps - TOTAL = 2	Annual	
Rec & Fitness Center		
Lafitte Village		
Kitchen Hood Cleaning	Semi-Annual	NFPA 2001, NFPA 17, NFPA 1, NFPA 101, LA RS 40:1646 subpart D-2
University Center		
Cove		
Kitchen Ventilation		NFPA 96
University Center	Quarterly	
Cove	Quarterly	
International Center	Annual	
Rec & Fitness Center	Quarterly	
Hotel, Restaurant & Tourism	Quarterly	
Lift Stations TOTAL = 2		
Kirschman Hall (Main)	Every 4 Mth	
International Center	Semi-Annual	
Elevators - All buildings TOTAL = 39	Annual	OSHA & ASME State of Louisiana conducts annual inspections in accordance with ANSI A 17.1 Code (latest edition)
S&WB BACKFLOW PREVENTION DEVICES	Annual	The testing procedure shall be performed in accordance with one of the following standards: ASSE 5013, ASSE 5015, ASSE 5020, ASSE 5047, ASSE 5048, ASSE 5052, ASSE 5056, CSA B64.10.1, USC's FCCC & HR's "Manual of Cross-Connection Control", or UFL's TREEO's "Backflow Prevention – Theory and Practice".
located outside NE side by Lakeshore Drive		
6' fire main in rear of UNO		

EXHIBIT 1 -REQUIRED INSPECTIONS
Copies of All Must be Provided to University

EQUIPMENT	FREQUENCY	REGULATIONS
Main Campus Switch Gear NEC	Every 3 Years	National Electrical Code - Shutdown & ground 25kv switch gear, clean, torque and inspect and exercise 25kv switches. Remove safety ground, reenergize and test. Thermal scan distribution switches PCA. Shutdown, torque and clean distribution switch gear PCA. Thermal scan distribution switchboard PCB. Shutdown, torque and clean distribution switch gear PCB. Preventive Maintenance.
Lakefront Arena Switch Gear NEC	Every 3 Years	National Electrical Code -- Shutdown & ground 15kv switch gear, clean, torque and inspect and exercise 15kv switches. Clean, torque and inspect 15kv transformer compartments. Remove safety ground, reenergize and test. Preventive Maintenance.
East Plant Arena Switch Gear NEC	Every 3 Years	National Electrical Code - Shutdown & ground 25kv switch gear, clean, torque and inspect and exercise 25kv switches. Remove safety ground, reenergize and test. Thermal scan distribution switches PCA. Shutdown, torque and clean distribution switch gear PCA. Thermal scan distribution switchboard PCB. Shutdown, torque and clean distribution switch gear PCB. Preventive Maintenance.
TRANSFORMER OIL TESTING	Annual	40 CFR 112.7
International Center		
Cove		
Lafitte Village		
Alumni Development Center		
Central Plant (QTY 5)		1 cannot be tested contains PCB oil -- \$50K to replace + PCB oil disposal
TEST GENERATORS - ALL BUILDINGS	Monthly	
Biology		
Central Plant		
Engineering		
Geology & Psychology		
Computer Science		
Kirschman Hall		
East Plant		
Library		
ROOF INSPECTIONS - ALL BUILDINGS	Semi-Annual and After Every Major Event	STATE REGULATIONS -- ANNUAL INSPECTION CONDUCTED BY THE STATE OF LOUISIANA

Exhibit J

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers Compensation**

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. **Commercial General Liability**

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. **Automobile Liability**

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

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

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

1. Commercial General Liability and Automobile Liability Coverages

a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

- a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A:-VI or higher**. This rating requirement may be waived for workers compensation coverage only.
2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

E. VERIFICATION OF COVERAGE

1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder Shall be listed as follows:

State of Louisiana
University of New Orleans, Its Officers, Agents, Employees and Volunteers
2000 Lakeshore Drive, New Orleans, LA 70148
Contract #:
3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

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

G. WORKERS COMPENSATION INDEMNITY

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

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the University of New Orleans, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, 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, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the University of New Orleans, its officers, agents, servants, employees and volunteers.
2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The University of New Orleans may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

EXHIBIT K - ELEVATOR SITES

Site	Building Name	Serial Number
ADMINISTRATION	ADMINISTRATION	US340958
ADMINISTRATION ANNEX	ADMINISTRATION ANNEX	US340960
ALUMNI BLDG	ALUMNI BLDG	US340961
BASEBALL STADIUM	BASEBALL STADIUM	US340964
BIOLOGY	BIOLOGY	US340965
CHEMICAL SCIENCE ANNEX	CHEMICAL SCIENCE ANNEX	US340966
CHEMICAL SCIENCE ANNEX	CHEMICAL SCIENCE ANNEX 2	US340967
COASTAL EDUCATION & RESEARCH	COASTAL EDUCATION & RESEARCH	US340968
COMPUTER CENTER	COMPUTER CENTER	US340970
EDUCATION	EDUCATION	US340971
ENGINEERING	ENGINEERING 1	US340972
ENGINEERING	ENGINEERING 2	US340973
ENGINEERING	ENGINEERING 3	US340974
ENGINEERING	ENGINEERING 4	US340975
ENGINEERING	ENGINEERING 5	US340976
GEOLOGY & PSYCHOLOGY	GEOLOGY & PSYCHOLOGY	US340977
HUMAN PERFORMANCE CENTER	HUMAN PERFORMANCE CENTER	US340979
KIRSCHMAN HALL	KIRSCHMAN HALL 1	US340980
KIRSCHMAN HALL	KIRSCHMAN HALL 2	US340982
LAKEFRONT ARENA	LAKEFRONT ARENA	US340983
LAKEFRONT ARENA LOADING DOCK	LAKEFRONT ARENA LOADING DOCK	US340984
LIBERAL ARTS	LIBERAL ARTS	US340985
LIBRARY	LIBRARY 1	US340986
LIBRARY	LIBRARY 2	US340987
LIBRARY	LIBRARY 3	US340988
LIBRARY	LIBRARY 4	US458929
MATH	MATH	US340989
MILNEBURG HALL	MILNEBURG HALL	US340990
PERFORMING ARTS CENTER	PERFORMING ARTS CENTER	US340991
PONTCHATRAIN HALL NORTH 1	PONTCHATRAIN HALL NORTH 1	US340992
PONTCHATRAIN HALL NORTH 2	PONTCHATRAIN HALL NORTH 2	US340993
PONTCHATRAIN HALL SOUTH 1	PONTCHATRAIN HALL SOUTH 1	US340994
PONTCHATRAIN HALL SOUTH 2	PONTCHATRAIN HALL SOUTH 2	US340995
RECREATION & FITNESS CENTER	RECREATION & FITNESS CENTER	US340996
SCIENCE	SCIENCE	US340997
TRAC 1	TRAC 1	US340998
TRAC 2	TRAC 2	US340999
UNIVERSITY CENTER KITCHEN	UNIVERSITY CENTER KITCHEN	US341000
UNIVERSITY CENTER LOBBY	UNIVERSITY CENTER LOBBY	US341001

EXHIBIT L – EMERGENCY RESPONSE PLAN

Hurricane Procedures - Office of Facility Services

PRE-HURRICANE SEASON CHECKLIST

- ☐ Review Facility Services Hurricane Preparations Procedures and Auxiliary Services Hurricane Procedures four weeks prior to hurricane season as defined June 1st through November 30th.
- ☐ Review personnel classifications and staffing for Facility Services Ride Out team, second shift, and non-essential personnel
- ☐ Administrative Services to conduct list of critical supplies/ equipment location
- ☐ Review internal departmental call down process, including updating procedure for calling employees.
- ☐ Review procedure for backing up computer systems and protecting critical equipment within your own department.
- ☐ Review a departmental communications plan and hierarchy of departmental decision makers
- ☐ Review procedures for moving essential equipment away from windows and covering critical equipment
- ☐ Review defined location for employees to assemble for instructions during storm/watch/warnings
- ☐ Verify available surplus radios, chargers and batteries are set up in the Associate Vice-Chancellor of Facility Services' office
- ☐ Meet with Department Heads on the Hurricane procedures for Campus.
- ☐ Verify operability of emergency radios dedicated to storm logistics & associated channels

EMERGENCY RESPONSE LEVEL 1- Corresponds to Stage Two of the UNO Hurricane Plan. Department heads are responsible for oversight and direction of subordinate managers to insure actions listed for hurricane / tropical storm preparation are implemented.

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Inspect emergency lights and flashlights.
2. Check all work trucks for fuel (minimum 3/4 tank at all times during Level 1 and above)
3. Replace batteries in all pagers
4. Check minimum flashlight battery supplies
5. Check radios for operational deficiencies (replace any batteries that do not hold a charge for 12 hr. minimum)
6. Check duct tape supplies and nylon reinforced tape for minimum quantities per Departmental List
7. Check safety medical supply kits for minimum inventory (no medications by mouth available)
8. Check cell phones for spare batteries
9. Check to insure employees have rain gear
10. Review policy on essential personnel with all Supervisors and determine potential staffing
11. Check shop stock materials
12. Inspect Campus for readiness
13. Directors to revise emergency response level sequencing as needed.

Individual Department Responsibilities

Building Maintenance

1. Check portable welding machine for fuel level, oil levels and air in lines. Insure proper working condition
2. Check minimum 15mil poly supply
3. Fill extra gasoline cans. (4 ea – 5 gallon cans)
4. Check minimum plywood supplies (20 minimum)

Grounds

1. Purchase 4 each 55 gal drums of gasoline with hand pump
2. Fill gasoline tank – 250 gal and check pump operation
3. Sand bags
 - a. 500 on hand
 - b. 50 filled & ready
4. Chain saws
 - a. Sharp Chains
 - b. Extra Chains
 - c. Good mechanical condition
 - d. Number available
 - e. Gas & oil ready
5. Chippers
 - a. Sharp
 - b. Fueled
6. Pick up any loose furniture or special events material sitting outside of buildings.
7. Set aside an inventory of rope, rope stands, barricades and sign stands for emergency response.
8. Check the area around the University Center; remove all left over pallets, trash, furniture etc

Maintenance

1. Check to insure that forklifts (2) are operational and fueled up.
2. Check University Stock for plywood, lumber, duct tape, gas and poly.

Work Control

1. Check to insure correct phone numbers are on hand for essential personnel and contractors and distribute if needed
2. Contact Campus Services Office to test "Emergency Phone"
3. Post storm tracking information
4. Notify all Facility Services' personnel of level status via broadcast e-mail.

Administrative Services

1. Assure that the Emergency Response Vehicle (ERV) is stocked and fueled.
2. Insure the keys to the ERV are placed in a location for easy check out by first responders.
3. Compile accurate list of locations of all emergency equipment, wet vacs; pumps; blowers; squeegees; rakes & shovels.
4. Prepare a current list of buildings with water problems or potential water problems.

Housekeeping

1. Inspect all Wet vacuums and pumps; perform preventative maintenance as needed.
2. Insure that all emergency equipment has all hoses, connectors, extension cords required to operate. Replace as needed.

Automotive

1. Inspect all moving trucks for fuel amounts and correct any operational problems.
2. Verify operation of portable generators
3. Check generator fuel levels
4. Check generators to insure start up
5. Check diesel fuel stock on hand (min. 500 gal.)
6. Contact fuel vendors to reserve tanker for possible delivery to UNO
7. Check Fuel Tank – Filled & pump operable
8. Fill up / top off
 - a. All Diesel Equipment
 - b. Diesel Storage Tanks
9. Extra 5-gallon gasoline cans (5 ea)
10. Check welding shop minimum inventory for consumable supplies
11. Check truck mounted welding machines for fuel and operation

Stock Room

1. Check stores stock for minimum S.O. /extension cord stock.

Construction & Design

1. Notify all Contractors of Facility Services level status.

EMERGENCY RESPONSE LEVEL 2 - Corresponds to Stage Three of the UNO Hurricane Plan. Department heads are responsible for oversight and direction of subordinate managers to insure actions listed for hurricane / tropical storm preparation are implemented. All actions of Level 1 in addition to the following:

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Verify that all actions of Levels 1 have been taken in addition to the following:
2. Check that all work trucks have two (2) rolls of duct tape, flashlight, spare flashlight batteries, and caution tape
3. Suspend all work, except for Hurricane Preparation until preparation is complete.
4. Top off fuel tanks in all trucks.
5. Check all truck beds and eliminate stored materials that can be carried by high winds
6. Prepare Campus for storm
7. Continue to track location and estimated landfall locations and time, revise response plans as needed.
8. Meet with all supervisors and key response personnel to review response plan and preparations
9. Advise all crews of emergency status and review response plans
10. Directors to revise emergency response level sequencing as needed.
11. Finalize list for Ride Out personnel and second shift employees. Meet with Ride Out team and send them home 24 hours before storm is due to make landfall and report back 6 hours before the storm makes landfall. Reference the Hurricane Staffing Time Line.
12. Ride Out Personnel
Staff Duty - TBD Building Maintenance - TBD Customer Service Center - TBD Landscape Services - TBD Building Services - TBD Hi-Volt - TBD Pump - TBD Plumbers (1 gas) - TBD Central Plant - TBD

**INDIVIDUAL DEPARTMENT RESPONSIBILITIES
OFFICE OF FACILITY SERVICES:**

Grounds

1. Place order for 15mil Poly and plywood, as needed
2. Move all equipment to Campus Police Parking lot
3. Deliver sand to Landscape pile
4. Tie all portable toilets to fixed objects or anchor down
5. Lay down all portable street signs & remove all portable yard signs
6. Check street drains to make sure they are not blocked by debris.

Automotive

1. Fill up / top off
 - a. All Diesel Equipment
 - b. Diesel Storage Tanks
2. Extra 5 gallon gasoline cans (5 ea)
3. Recheck the Emergency Response vehicles and insure that they are stocked and fueled
4. Prepare portable generators for delivery to designated campus areas (total of 5)
5. Have diesel tank truck placed on standby
6. Top off Portable Diesel Fuel Tank
7. Locate portable generator at the University Center designated for use (1) 60 kw
8. Insure University tanks are full.
9. Re-check 500 gallon portable fuel tank is Full, Top-Off

Plumbing Shop

1. Verify operation of portable pumps and condition of hoses
2. Verify operation of sump pumps.

Stockroom

1. Place order for any extra flashlights, batteries, rain gear, plywood, or duct tape; as needed
2. Set up material order for materials University Stores have in stock.
3. Purchase drinking water (1 gal/person/day) for Ride out team & second wave team (approx. 120 gallons of water)
4. Distribute flashlights and batteries, as needed.
5. Stock rakes, shovel, squeegees, as needed
6. Stock trash bags, disinfectant cleaners and other clean up

materials, as needed

7. Insure adequate supplies of plywood, visqueen, duct tape, respirator filters, etc. required for emergency abatement requirements are on hand

Work Control

1. Set up work order numbers
2. Notify all Facility Services personnel of level status via email and through recorded message at work control
3. Print and distribute accurate list of locations of all emergency equipment, wet vacs; pumps; blowers; squeegees; rakes, shovels etc.
4. Print and distribute a current list of buildings with water problems or potential water issues

Administrative Services

1. Distribute revised emergency call out list.
2. Check Showers in Facility, Maint. Shop & stock with towels, soap & shampoo

Housekeeping

1. Meet with all Custodial crews and review response plans.
2. Inspect all buildings for potential problems, stopped up drains, loose material, and other safety issues
3. Have campus dumpsters emptied

Electric Shop

1. Review critical loads with HV Electrical & Facility Electrical, etc. (have plans and drawings on hand)
2. Review status of backup feeders. Send list of feeders that are down to Executive Director
3. Verify supply of high voltage fuses, wire and splicing material.

EMERGENCY RESPONSE LEVEL 3 – Corresponds to Level Four of UNO Hurricane Plan

Department heads are responsible for oversight and direction of subordinate managers to insure actions listed for hurricane / tropical storm preparation are implemented. All actions of Level 1 & 2 in addition to the following:

RESPONSIBILITIES OF ALL DEPARTMENTS

1. Issue written instructions to employees on reporting to work post storm and activate shift rotation for continual recovery services. Meet with second shift employees.
2. Make sure that all radios are charged and issue to employees
3. Send radios or pagers home with key people (Backup to local telephone service for communication during and after the storm.) Maintain enough radios on site for use during the storm and to begin post storm activities.
4. Advise all crews of emergency status and review response plans
5. Directors to revise emergency response level sequencing as needed.
6. All leave suspended for directors, managers, and essential personnel
7. Execute Campus Level 3 plan
8. Representatives report to UNO Vice President Business Affairs

INDIVIDUAL DEPARTMENT RESPONSIBILITIES :

Maintenance

1. Supply visqueen to buildings with known roof leaks to cover equipment
2. Strategically place equipment, materials, plastic sheeting, tape etc. at anticipated problem areas.
3. Help secure objects that may be carried off by wind.
4. Secure all roof access doors and hatches.

Grounds

1. Contact Bayou Tree Services
2. Trucks – fueled and operational
3. Backhoe- Fueled
4. Produce a list of critical areas needing sand bags
5. Fill and deliver sand bags
6. Deliver 30 yard containers to Facilities yard

Automotive Shop

1. Bobcat loader – fueled & operational
2. Backhoe / loader - operational
3. Emergency generator – fueled, operational, & tested
4. Emergency water pumps – fueled, operational, & tested
5. Portable water pumps (4 each) - fueled, operational, & tested and place on Kubota.

6. Secure fork lift at Facility Services.
7. Place weather critical equipment in East Campus Central Plant.
8. Have generators and cables delivered to designated building for connecting to electrical systems per distribution list supplied by the electrical shop.
9. Put designated emergency equipment in emergency trailer

Work Control

1. Begin 24 hour Customer Service Center.
2. Notify all Facility Services' personnel of level status via broadcast e-mail and recording on Work Control Voice Mail.
3. Contact Entergy to verify utility status and identify any issues.

Housekeeping

1. As needed, stock extra cleaning supplies, including paper goods, trash bags, etc.
2. Remove all trash receptacles from outside buildings
 - a. remove trash bags and dump them in a dumpster
 - b. cover trash can with a clean bag
3. Secure Upper entrances and classroom doors in Liberal Arts Building.
4. Close covers on all dumpsters.
5. Close louvers on Human Performance Center.

Construction & Design

1. Notify all Contractors of Facility Services' level status.
2. Verify that construction sites are clean and covers are provided for dumpsters/trash bins.
3. Tools and materials not in use are to be properly stored.
4. All work areas are to be checked for unsecured materials.
5. Excavation areas are to be checked for possible additional shoring needs
6. Scaffolding to be inspected to insure they are adequately tied.
7. All temporary construction buildings/containers are to be securely tied down.
8. Tour campus with camera and camcorder to document existing conditions.

EMERGENCY RESPONSE LEVEL 4 – Corresponds to Level 5 of UNO Hurricane Plan

POST STORM RESPONSE – Corresponds to UNO Services Resumption Plan

Ride Out Team to evaluate campus per the Building & Road Checklist and make emergency repairs as needed.

Relief Team arrives approximately 6 hours after storm passes or when called Support operations per UNO EOC

Check generators – refill after 8 hours of operation

Distribute meals in shifts

Employees return to Facility Services the next business day.

Employees are responsible for reporting their status and whereabouts to their supervisors. For this purpose, each unit will maintain a current list of all employee addresses and phone numbers (primary and secondary) and e-mails (primary and secondary). All employees should contact their supervisor as soon as possible after a hurricane or other disaster to inform them of the status of their family and home. Employees who are forced to evacuate or temporarily relocate to another area can notify the University of their new location and contact information by going to www.uno.edu. Supervisors, in turn, notify the Associate Vice Chancellor and complete a Personnel Status Report for each employee. Any employee who has not reported in will be contacted by someone living in their immediate vicinity (as determined from zip code listings provided by Information Technology). Employees are to contact 504-280-6000 or visit the university web site at www.uno.edu to keep abreast of the university's status and to find out when they are to return to work. Deans and department heads are responsible for assessing the extent of damage, if any, to the work spaces of their unit.

A Preliminary Damage Assessment form (see Appendix) should be completed by the Emergency Response Team leader (or designee) as soon as practical after the disaster to pre-identify damages in their area of responsibility. The purpose of this form is to provide Facilities Services Administration with a starting point for repairs; in general, this form should be completed and turned in at the post-disaster/hurricane meeting of the Emergency Advisory Committee. Any damage must be reported to Risk Management, Sherri Ganucheau, (504-280-6768).

The following represents the basic information needed to establish a claim for damaged or destroyed equipment:

* Separate damaged equipment from undamaged equipment.

* If water damage to electrical equipment is suspected, do not attempt to start. Tag this equipment indicating possible water damage and contact Risk Management to set up an inspection of all water-damaged equipment.

* Secure all equipment against further damage or theft.

* Document all expenses.

* Complete a Claims Worksheet, making certain that the following information is included:

A. department account number

B. department name, address, building, room number, locator code and campus

C. department phone number

D. description of damaged equipment

E. University decal number

F. original cost of item (supply a copy of the purchase order and invoice if possible) * Call Risk Management to set up an inspection of all damaged equipment, giving the name and phone number of the contact person and the location, including room number, where the damaged equipment may be seen.

* Make no attempt to replace or discard equipment until approval has been given by the University's insurance carrier and Risk Management.

* Due to limitations established by the University's property carriers, all information pertaining to a claim for loss must be submitted to Risk Management immediately following a loss. Failure to provide information in a timely manner could result in individual claims being denied by our insurance carrier. For further information and claim forms, contact Risk Management at 504-280-6758.

Preliminary Damage Assessment - Submit this form to Facility Services and a copy (when possible) to the highest ranking officer of UNOPD. Police: 280-6666

Building Name _____

Examined By _____ Date _____

Category	Condition	Priority
----------	-----------	----------

Primary Structure:

Foundation

Exterior Walls

Roof

Ancillary Structures:

Other

Secondary Structures

Interior Walls

Floors & Carpet

Ceiling

Stairways

Interior Doors

Exterior Doors

Windows

Racks

Other

Elevators

Heating & A/C

Plumbing

Electrical

Communication

Fire Alarms

Security Systems

Priority 1 = Critical, Priority 2 = Important, Priority 3 = Can wait

Building _____

Examined By _____ Date _____

Category Condition Priority(s)

Primary Structures:

- Foundation
- Exterior Walls
- Roof
- Ancillary Structures
- Other

Secondary Structures

- Interior Walls
- Floors & Carpet
- Ceiling
- Stairways
- Interior Doors
- Exterior Doors
- Windows
- Racks
- Other

Elevators

Heating & A/C

Plumbing

Electrical

Communication

Fire Alarms

Security Systems

Priority 1 = Critical, Priority 2 = Important, Priority 3 = Can wait

Building _____

Examined By _____ Date _____

Category	Condition	Priority(s)
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Kitchen

Coffee Maker

Refrigerator

Other

Monitors

Peripherals

Copiers

Calculators

Other

Communications

Telephones

Cellular Phones

Two-way Radios

Fax Machines

Switchboard

E-mail

Other

Supplies

Building Maintenance:

Paper

Forms

Other

Furniture

Chairs

Desks

Credenzas

Tables

Priority 1 = Critical, Priority 2 = Important, Priority 3 = Can wait

Exhibit M – Safety Requirements for Contractors

1/30/2020

Purpose

Contractors at the University of New Orleans must be trained in the following areas:

- Hazard Communication
- Regulated Waste
- Regulated Materials Handling, Storage, and Management
- Spill Prevention, Control, and Countermeasure (SPCC)
- Personal Protective Equipment (PPE)
- Walking and Working/Slip, Trip, and Fall Hazards
- Lock Out/Tag Out
- Confined Space

Hazard Communication

All contractors at UNO must label and manage chemicals in accordance with OSHA's Hazard Communication Standard. UNO will not be liable for any mislabeled or otherwise mismanaged chemical container purchased or otherwise used by contractors.

Regulated Waste

All contractors at UNO must dispose of regulated wastes in accordance with LADEQ and EPA regulations. Regulated waste includes, but is not limited to:

- Universal Waste
 - Batteries
 - Lamps
 - Pesticides
 - Mercury-Containing Equipment
- Antifreeze
- Tires
- Paint, Paint Thinners
- Solvents
- Water-Treatment Chemicals
- Cleaning Solvents
- Gasoline, Diesel Fuel, and Other Fuels
- Oil

Regulated Materials Handling, Storage, and Management

All contractors at UNO must handle, store, and otherwise manage regulated materials (examples listed above) in accordance with OSHA, EPA, LAORM, and LADEQ regulations. Each regulated material has unique directions specified on the Safety Data Sheet (SDS). All materials without SDSs must be managed correctly from state and federal regulations.

Spill Prevention, Control, and Countermeasure (SPCC)

All oil and oil-containing equipment must be managed in accordance with UNO's SPCC Plan and applicable EPA regulations. This plan is available by contacting fsadmin@uno.edu.

Personal Protective Equipment (PPE)

All contractors must store, clean, wear, and otherwise manage all PPE in accordance with the manufacturer's guidelines, OSHA regulations, and LAORM regulations.

Walking and Working Surfaces/Slips, Trips, and Falls

All contractors must operate ladders, scaffolding, aerial lifts, stairs, and other vertical equipment in accordance with the manufacturer's guidelines, OSHA regulations, and LAORM regulations.

All contractors must keep horizontal surfaces clear of trip hazards and otherwise manage them in accordance with OSHA and LAORM regulations.

Training Recordkeeping

Documentation of all contractor personnel training in all sections above must be provided to UNO annually. Documentation must be sent to fsadmin@uno.edu and labsafety@uno.edu by January 31st each year.

Assessments

UNO will periodically assess for compliance with all of the sections listed above.

Oversight

A contractor representative, a UNO Facilities Services representative, the UNO Lab Safety Officer, the UNO Director of EHSO, and other invited personnel will meet monthly to provide oversight of practices at UNO.

Liability

All contractors who do not comply with these guidelines could be asked to leave UNO property and could be held liable. Any penalties associated with any of the sections above will be the sole responsibility of the contracting authority.

Chemical Fume Hoods

Chemical Fume Hoods (CFHs) are essential in protecting staff, faculty, and students at UNO from harmful substances. The contractor must ensure each CFH is working correctly. CFHs that have malfunctioned and are sounding an alarm must be addressed by the user via Work Order and repaired by the contractor as soon as possible. The contractor should test all CFHs at UNO annually and document the test with a sticker adhered to the CFHs. The sticker must say the date the test was completed, the date the next test is due, the initials of the tester, and the tested flow rate.

Key:

UNO: University of New Orleans

EHSO: UNO Environmental Health and Safety Office

OSHA: Occupational Safety and Health Administration (Federal)

EPA: Environmental Protection Agency (Federal)

LADEQ: Louisiana Department of Environmental Quality

LAORM: Louisiana Department of Risk Management