



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

INVITATION TO BID

SOLICITATION No.: 21009

BID DUE DATE/TIME: 6/25/2020 2PM

TITLE: PEST CONTROL SERVICE (RENEWABLE)

JOB SITE VISIT: Mindy Reed 337.482.2001

PRE-BID MEETING: 6/18/2020 10:00AM

ZOOM BID OPENING MEETING ID:

922 4008 3557 (PW: 967565)- 6/26/2020 11AM

MANDATORY bid requirements are detailed immediately following the Standard Terms & Conditions section.

SUBMIT BID TO:*

**University of Louisiana at Lafayette
Office of Purchasing
PO Box 40197
Lafayette, LA 70504-0197**

or submit bid electronically:

ULLafayetteBids@louisiana.edu

BUYER OF RECORD: Roxanne J. Formeller

BUYER PHONE: (337) 482-2955

EMAIL: roxanne.formeller@louisiana.edu

General Instructions to Bidders

1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing UL Lafayette Campus/Department at the "Submit Bid To" address stated above, until the specified due date and time. Bidder is solely responsible for the timely delivery of bid documents. The Purchasing Office is not responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is advised that courier services such as UPS, FedEx and DHL may be unable to deliver to our physical location, as the building may be closed to the public and/or unstaffed. Bidder retains sole responsibility for ensuring its courier service provider makes inside deliveries to our physical location if this method of delivery is chosen.
2. Bid submissions must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be: (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the secretary of state; or (2) an authorized representative of the corporation, partnership, or other legal entity and the Bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or (3) entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts.
3. If submitted by mail, the bid must be submitted in a sealed envelope/package **with the Solicitation No. on the outside of the SEALED envelope/package**. To ensure the integrity of the bid process, if the bid is submitted by mail or delivered via courier, do not use the envelope provided by the courier as your "sealed bid" envelope. Instead, place your *properly-labeled sealed* envelope inside the USPS envelope.
4. If bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.
5. Read the entire solicitation, including all terms, conditions and specifications.
6. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the Bidder.
7. Bid prices shall include all delivery charges paid by the vendor, F.O.B. UL Lafayette Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the UL Lafayette purchase order are subject to rejection and non-payment.
8. Payment terms: Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
9. By signing this solicitation, the Bidder certifies compliance with all general instructions to Bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.

These standard terms and conditions shall apply to all UL Lafayette solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.

1. Bid Delivery and Receipt

To be considered, sealed bids must be received and time-stamped at the "Submit Bid To" address no later than the due date and time specified herein. Sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date. Sealed bids cannot be accepted by fax. Price alterations and addenda to bids may be submitted by fax, and will be considered provided Bidder's sealed bid, price alterations and addenda have been received in the UL Lafayette Office of Purchasing prior to bid submission deadline. Late bids cannot be accepted per L.A.C. 34.I.517, and shall be returned unopened.

Bidders may submit bids by mail by sending to the mailing address listed in the "Submit Bid To" address listed on page 1 of this solicitation. Bidders may also submit electronically to ULLafayetteBids@louisiana.edu. If bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.

Bidders are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center. When the Purchasing Office is staffed and Martin Hall is open to the public, Bidders may deliver bids by hand or by a courier service to University of Louisiana at Lafayette, Purchasing Office, (Martin Hall Room 123), 104 East University Circle, Lafayette, LA 70503. The University shall not be responsible for any delays caused by the Bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid.

2. Bid Forms

Bids are to be submitted on and in accordance with the UL Lafayette solicitation forms provided, and must be signed by an authorized agent of the vendor. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the Bidder's intent to be bound will not be accepted.

3. Interpretation of Solicitation/Bidder Inquiries

If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Buyer-of-Record at the email address and/or fax number shown on page 1 of this solicitation. Written inquiries must be received in the UL Lafayette Office of Purchasing no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any UL Lafayette employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the UL Lafayette Office of Purchasing, and mailed or delivered to all Bidders known to have received the solicitation. UL Lafayette shall not be responsible for any other interpretations or assumptions made by Bidder.

4. Bid Opening

In-person bid openings have been suspended for the foreseeable future. Bidders may attend the public bid opening of sealed bids and proposals conducted on Zoom. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by submitting a written request to the Buyer-of-Record at the email address and/or fax number shown in header.

5. Special Accommodations

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the UL Lafayette Office of Purchasing in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

6. Standards of Quality

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

7. New Products/Warranty/Patents

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by UL Lafayette and specified in the solicitation. In such cases, the Bidder and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Bidder guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save UL Lafayette harmless.

8. Descriptive Information

Bidders proposing an equivalent brand or model are to submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for UL Lafayette to evaluate quality, suitability, and compliance with the specifications five (5) days prior to bid opening. Failure to submit descriptive information may cause bid to be rejected. Any changes made by Bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, Bidder must state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the Bidder from supplying the actual products requested.

9. Bids/Prices/F.O.B. Point

- The bid price for each item is to be quoted on a "net" basis and F.O.B. UL Lafayette Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. UL Lafayette Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc.), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

10. Taxes

Vendor is responsible for including all applicable taxes in the bid price. UL Lafayette is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

11. Terms and Conditions

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.

12. Vendor Forms/ UL Lafayette Signature Authority

The terms and conditions of the UL Lafayette solicitation, purchase order and contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.

The University's Vice President of Administration and Finance, chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any vendor contracts, forms, etc., on behalf of UL Lafayette. Departments are expressly prohibited from signing any vendor forms.

Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict UL Lafayette policy may face contract cancellation, suspension, and/or debarment.

13. Awards

Award will be made to the lowest responsible and responsive Bidder. UL Lafayette reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

14. Acceptance of Bid

Only the issuance of an official UL Lafayette purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. UL Lafayette shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or contract.

15. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

16. Awarded Products/Unauthorized Substitutions

Only those awarded brands and numbers stated in the UL Lafayette contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the UL Lafayette Office of Purchasing. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment.

17. Testing/Rejected Goods

Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. UL Lafayette reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.

18. Delivery

Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the UL Lafayette Department and/or UL Lafayette Office of Purchasing of any unforeseen delays beyond its control. In such cases, UL Lafayette reserves the right to cancel the order and to make alternative arrangements to meet its needs.

19. Default of Vendor

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the vendor to be in default, UL Lafayette reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the vendor with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.

20. Vendor Invoices

Invoices shall reference the UL Lafayette purchase/release order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.

21. Delinquent Payment Penalties

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom.

22. Assignment of Contract/Contract Proceeds

Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the UL Lafayette Office of Purchasing. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by UL Lafayette in any dispute arising therefrom.

23. Contract Cancellation/Termination

UL Lafayette has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

UL Lafayette has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.

24. Prohibited Contractual Arrangements

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

25. Equal Employment Opportunity Compliance

By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran’s Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

26. Mutual Indemnification

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney’s fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

27. Certification of No Suspension or Debarment

By signing and submitting this bid, Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.

28. Substitution of Personnel

If applicable, the University intends to include in any contract resulting from this ITB 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 bid.

29. Insurance Requirements

Please note attached insurance requirements section included in these bid specifications.

If applicable to the services procured in this solicitation, the successful Bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the University of Louisiana at Lafayette as an additional insured on all liability policies.

30. Nonperformance

Successful Bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful Bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful Bidder is issued three or more complaints of nonperformance, UL Lafayette reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.

31. Official University Recognized Holidays

The following is a list of officially recognized University Holidays:

New Year’s Day	July 4 th
Martin Luther King Day	Labor Day
Mardi Gras Day	Thanksgiving Day
Good Friday	Acadian Day
Memorial Day	Christmas Day

32. No Smoking Campus

The Successful Bidder shall be responsible for compliance with all University policies, security measures and vehicle regulations. Specifically, the University is a NO SMOKING campus and all prospective Bidders are cautioned that smoking will not be permitted inside or outside on ANY part of this facility at any time. Any employee who is found to be in violation of this policy will be subject to immediate dismissal.

33. Non-Exclusivity

This agreement is non-exclusive and shall not in any way preclude UL Lafayette from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

34. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to UL Lafayette Office of Purchasing for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by UL Lafayette Office of Purchasing and issuance of a formal UL Lafayette Contract Amendment. The Vendor shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

35. Term of Contract

The duration of this Contract commences from the date specified herein or date of award notification and continues until University accepts final delivery of all deliverables. Total initial contract period not to exceed Twelve (12) months.

Based upon mutual agreement between the University and the successful Bidder, this contract may be extended for four (4) additional twelve (12) month periods under the same terms. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

All terms of the solicitation shall be firm for the duration of Contract.

36. Notification of Fund Appropriation

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any 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.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

37. Number of Bid Response Copies

Each Bidder must submit one (1) signed original bid to the Office of Purchasing at the mailing address specified in this solicitation document. The original must CONTAIN ORIGINAL SIGNATURES of those company officials or agents duly authorized to sign on behalf of the organization. Bids submitted electronically shall be printed and stamped "ORIGINAL" by the Purchasing Office for the record. Bidders may be required to mail in the original documents upon award.

38. PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

In accordance with LA R.S. 39:1602:1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

MANDATORY BID REQUIREMENTS

Failure to meet all of the listed mandatory requirements will result in rejection of bid without further consideration.

1. CERTIFICATION STATEMENT

The Bidder **must** sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must contain an ORIGINAL signature** and should be in **blue ink**.

2. BID FORM

The Bidder must submit bid on the form herein provided. The proposal must be signed in ink, with the blank space(s), filled in for each and every item. The Bidder must state the UNIT price (written in ink or typewritten) for each item and shall show the total amount for each item based on the quantities shown.

3. CONTRACTOR QUALIFICATIONS

- (1) List of at least five (5) commercial accounts serviced in the last twelve (12) months in the Lafayette metropolitan area, including contact person and telephone number;
- (2) Certificates of Insurance, Workmen's Compensation and Public Liability and Property Damage Insurance;
- (3) Current copy of License issued by Structural Pest Control Commission, State of Louisiana, to engage in business of eradication of household insects and rodent control and bird control and small animal control.

4. PER BUILDING/EVENT COST BREAKDOWN WORKSHEETS

Worksheets with per building and event cost breakdown for all sections shall be included with this bid submission. Failure to provide this breakdown with the bid shall be cause for rejection of the bid.

DETAILED SPECIFICATIONS

The purpose of this solicitation is to establish a contract to furnish labor, materials, permits, supplies, etc. necessary for the extermination of roaches, silverfish, ants, fleas, ticks, spiders, pill bugs, earwigs, wasps, bees, birds, small animals, and rodents inside, outside, and underneath various buildings located on the University of Louisiana at Lafayette (Lafayette, Cade, and New Iberia) upon award through June 30, 2021, with the option to renew for up to four (4) additional twelve-month periods.

SCOPE OF WORK

The University is seeking qualified vendors to perform pest control services.

Bidder SHALL furnish the following documents with bid:

- (1) List of at least five (5) commercial accounts serviced in the last twelve (12) months in the Lafayette metropolitan area, including contact person and telephone number;
- (2) Certificates of Insurance, Workmen's Compensation and Public Liability and Property Damage Insurance;
- (3) Current copy of License issued by Structural Pest Control Commission, State of Louisiana, to engage in business of eradication of household insects and rodent control and bird control and small animal control.

PRE-BID MEETING

A **pre-bid meeting** will be held at **10:00AM CST on Thursday, June 18, 2020**, at the Facility Management Office, Parker Hall, 310 E. Lewis Street, Lafayette, LA, at which time details of plans and specifications will be discussed.

SERVICES REQUIRED

BUILDINGS ON CONCRETE SLABS

- (1) All buildings that are on slabs shall receive treatment for the extermination of roaches, fleas, ticks, silverfish, ants, pill bugs, earwigs, etc. by applying an emulsifiable concentrate (etc). Treatment shall be rendered in and around each room, closet, etc. in each building and around the outside of the buildings. The frequency of this type of treatment shall be done as described in the worksheets included in these bid specifications.
- (2) Treatment with a baiting application will also be included when necessary.
- (3) Treatment for rats and mice shall be done by baiting and/or trapping.

BUILDINGS **NOT** ON CONCRETE SLABS

- (1) All buildings that are **not** on slabs shall receive treatment for the extermination of roaches, fleas, ticks, silverfish, ants, pill bugs, earwigs, etc. by applying an emulsifiable concentrate (etc). Treatment shall be rendered in and around each room, closet, etc. in each building and around the outside of the buildings **and underneath these buildings three (3) times per year, just before each semester starts**. The frequency of this type of treatment shall be done as described in the worksheets included in these bid specifications.
- (2) Treatment with a baiting application will also be included when necessary.
- (3) Treatment for rats and mice shall be done by baiting and/or trapping.

SPECIAL EXTERMINATION, REMOVAL AND TRAPPING APPLICATIONS

The contractor shall provide prices for services as follows....

- (1) Extermination and/or removal of bees and beehives.
Allow for six (6) of this type of event annually. Provide a price per event.
- (2) Trap and remove birds, i.e. pigeons, starlings, etc.
Allow for six (6) of this type of event annually. Provide a price per event.
- (3) Trap and remove small animals, i.e. cats, raccoons, etc.
Allow for six (6) of this type of event annually. Provide a price per event.

COST PER BUILDING/EVENT BID WORKSHEET

SECTION 1-A: MONTHLY SERVICE (All buildings on a slab) - 12X PER YEAR

BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Abdalla Hall	635 CAJUNDOME BLVD	49957			
2	Acadiana Research Lab	320 CAJUNDOME BLVD	14049			
3	Aleta Hall	1306 JOHNSTON ST	4352			
4	Alumni Center Board Room Building	602 E ST MARLY BLVD	1690			
5	Alumni Hall (Vermilion Offices)	100 BOUCHER	1808			
6	Angelle Hall	601 E ST MARY BLVD	56226			
7	Athletic Complex Office Building	201 REINHARDT ST	28856			
8	Beef Cattle Research Bldg. (Cade Farm)	1234 W J BERNARD RD	1040			
9	Billeaud Hall (dept. approval of chemicals req.)	410 E ST MARY BLVD	61796			
10	Bittle Hall	210 HEBRARD BLVD	5419			
11	Blackham Coliseum (Main Building Only)	2330 JOHNSTON ST	71711			
12	Bourgeois Hall	225 CAJUNDOME BLVD	125000			
13	Bourgeois House	518 ROBERT LEE CIRCLE	2640			
14	Cade Solar House (Cade Farm)	1234 WJ BERNARD RD	1698			
15	Heritage Apartments	5 Buildings	224514	See below.	See below.	See below.
	a) Heritage #1	110 E LEWIS ST	69129			
	b) Heritage #2	110 E LEWIS ST	66808			
	c) Heritage #3	110 E LEWIS ST	61140			
	d) Heritage #4	110 E LEWIS ST	60221			
	e) Heritage #5	110 E LEWIS ST	36345			
16	Cajun Village Married Student Apartments	(13 bldgs, 100 apartments)	91902	See below.	See below.	See below.
	a) Building # A	200 E LEWIS ST	7398			
	b) Building # B	200 E LEWIS ST	7398			
	c) Building # C	200 E LEWIS ST	7398			
	d) Building # D	200 E LEWIS ST	7398			
	e) Building # E	200 E LEWIS ST	7398			
	f) Building # F	200 E LEWIS ST	3606			
	g) Building # G	200 E LEWIS ST	7398			
	h) Building # H	200 E LEWIS ST	7398			
	i) Building # I	200 E LEWIS ST	7398			
	j) Building # J	200 E LEWIS ST	7398			
	k) Building # K	200 E LEWIS ST	7398			
	l) Building # L	200 E LEWIS ST	7398			
	m) Building # M	200 E LEWIS ST	7398			

COST PER BUILDING/EVENT BID WORKSHEET

SECTION 1-A: MONTHLY SERVICE (All buildings on a slab) - 12X PER YEAR

BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
17	Cecil Picard Center	200 E DEVALCOURT ST	40812			
18	Conference Center (To include all areas, basement thru 4th floor)	110 REX ST	203969	Weekly service required for cafeteria and kitchen.		
19	Coronna Hall	400 E UNIVERSITY AVE	10574			
20	Culotta Tennis Center (To include all areas)	131 REINHARDT	1877	Kitchen twice/month		
21	Day Care Center	160 E LEWIS ST	10150	Kitchen twice/month		
22	Early Child Development	210 DELVALCOURT	3667			
23	Eckerd Building	1606 JOHNSTON ST	9042			
24	F.G. Mouton Hall	210 E UNIVERSITY AVE	33973			
25	Fletcher Hall	421 E LEWIS ST	99204			
26	Griffin Hall	141 REX ST	121406			
27	Indoor Practice Facility	202 REINHARDT	87635			
28	Intramural Sports Complex	500 COLISEUM RD	6180			
29	IRA Nelson Horticulture Center (Main Bldg. & Greenhouses)	200 COLISEUM RD	6460			
30	Legacy Park	210 GIRARD PARK CIRCLE	265801	See below.	See below.	See below.
	a) Caffery	210 GIRARD PARK CIRCLE	17238			
	b) Callias	210 GIRARD PARK CIRCLE	28410			
	c) E A Martin	210 GIRARD PARK CIRCLE	31374			
	d) McCullough	210 GIRARD PARK CIRCLE	28410			
	e) Roy	210 GIRARD PARK CIRCLE	17238			
	f) Thibodeaux	210 GIRARD PARK CIRCLE	10458			
	g) Vermillion	210 GIRARD PARK CIRCLE	31374			
	h) Voorhies	210 GIRARD PARK CIRCLE	28410			
	i) Legacy Park 1A "Robert Trahan"	210 GIRARD PARK CIRCLE	31374			
	j) Legacy Park 1B	210 GIRARD PARK CIRCLE	25954			
	k) Legacy Park 1C "Denbo"	210 GIRARD PARK CIRCLE	15561			
31	Maintenance and Transportation Building	429 CHERRY ST	29140			
32	Martin Hall	200 E UNIVERSITY AVE	50087			
33	Maxim Doucet Hall	1401 JOHNSTON ST	58310			
34	Moody Annex	210 HEBRARD BLVD	61336			

COST PER BUILDING/EVENT BID WORKSHEET						
SECTION 1-A: MONTHLY SERVICE (All buildings on a slab) - 12X PER YEAR						
BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
35	New Iberia Research Center	4401 W Admiral Doyle Drive, New Iberia	29417			
36	New Iberia Research Center Central Receiving	4401 W Admiral Doyle Drive, New Iberia	5000			
37	O.K. Allen Hall	220 HEBRARD BLVD	25799			
38	Oliver Hall	301 E LEWIS ST	58731			
39	Parker Hall	310 E LEWIS ST	22709			
40	Print Shop	439 COLISEUM RD	12000			
41	Ragin Cajun Team Shop (Red Zone)	2330 JOHNSTON ST	5170			
42	Rougeou Hall	231 E LEWIS ST	90800			
43	Russo Park (Baseball Stadium)	201 REINHARDT	114065			
44	Stokes Hall Parking Garage	311 E LEWIS ST	344000			
45	Student Union, Bookstore	620 MCKINLEY	170396	Twice a month		
46	Taft Street Parking Garage	714 W TAFT	102175			
47	UL Lafayette Art Museum (A. Hayes Town)	101 GIRARD PARK DR	8000			
48	UL Lafayette Art Museum (Hilliard)	710 E ST MARY BLVD	41055			
49	UL Lafayette Foundation	705 E ST MARY BLVD	4871			
50	Wagner House	100 CLEMENT	2751			
51	Wharton Hall	411 E ST MARY BLVD	127278	SOME LABS OFF LIMITS		
52	Wilson House	710 WILSON ST	2405			
TOTAL FOR SECTION 1A						

COST PER BUILDING/EVENT BID WORKSHEET						
SECTION 1-B: MONTHLY SERVICE (All buildings off the ground) 12X PER YEAR						
BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Acadiana Conservancy Center (Cade Farm)	1234 WJ BERNARD RD	1806			
2	Alumni Center - Heymann House	600 E ST MARY BLVD	8000			
3	Arboloda House (Gaines House)	128 BUENA VISTA ST	1700			
4	Baker -Huger Hall (Women's Dormitory)	600 W TAFT ST	33308			
5	Bonin Hall (Women's Dormitory)	410 E UNIVERSITY AVE	62151			
6	Bookstore - Follets	210 E ST MARY BLVD	3360			
7	Bookstore - Tent	214 E ST MARY BLVD	10678			

COST PER BUILDING/EVENT BID WORKSHEET

SECTION 1-B: MONTHLY SERVICE (All buildings off the ground) 12X PER YEAR

BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
8	Brooks Street Annex 1	413 BROOK ST	15405			
9	Brooks Street Annex 2 (Film Library)	424 BROOK ST	10526			
10	Broussard Hall	240 HEBRARD BLVD	19151			
11	Buchanan Dormitory (Women's)	111 BOUCHER ST	11603			
12	Burke Hall	231 HEBRARD BLVD	35497			
13	Dairy Supt. House (Cade Farm)	1234 WJ BERNARD RD	1220			
14	Declouet Hall	110 HEBRARD BLVD	16923			
15	Dupre Library	400 E ST MARY BLVD	222024			
16	E.K. Long Gym	500 E ST MARY BLVD	33094			
17	Farm Store (Horticulture Center)	200 COLISEUM RD	2028			
18	Foster Hall	1311 JOHNSTON ST	18486			
19	French House	1511 JOHNSTON ST	3705			
20	Girard Hall	110 E UNIVERSITY AVE	25155			
21	Hamilton Hall (To include all areas, basement thru 3rd floor.)	611 MCKINLEY ST	49598	Weekly service required in dining room and kitchen		
22	Harris Hall (Women's Dormitory)	520 MCKINLEY ST	31480			
23	Hawkins House and Garage Apt.	211 AMELIA ST	4230			
24	Judice Hall	401 E ST MARY BLVD	9195			
25	KRVS Annex Building	231 HEBRARD BLVD	790			
26	Lee Hall	230 HEBRARD BLVD	17431			
27	Madison Hall *24 Hour Notice Required*	131 REX ST	106577			
28	Maintenance Receiving Bldg.	429 CHERRY ST	5495			
29	McLaurin Hall	140 BOUCHER ST	17335			
30	Montgomery Hall	300 E ST MARY BLVD	46045			
31	Mouton Hall	1411 JOHNSTON ST	19354			
32	President's Residence	300 E UNIVERSITY AVE	5786			
33	R.O.T.C.(old) Building. Visual Arts.	250 E LEWIS ST	11544			
34	Randolph Hall (Women's Dormitory)	111 HEBRARD ST	12346			
35	Robert's Residence and Apartment	1510 JOHNSTON ST	2165			
36	Roy House	1204 JOHNSTON ST	3811			
37	Security Residence (Trailer @ Res. Park Annex)	Trailer @ Res. Park Annex	600			
38	Soulier House	1220 JOHNSTON ST	2965			

COST PER BUILDING/EVENT BID WORKSHEET						
BID ITEM	<u>SECTION 1-B: MONTHLY SERVICE (All buildings off the ground) 12X PER YEAR</u>					
	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
39	Stephens Hall	201 E ST MARY BLVD	28388			
40	Tenant Dwelling (Jackie's House Coliseum Road)	Jackie's House - Coliseum Road	5625			
41	Tenant Dwelling	2913 JOHNSTON ST	1883			
42	Tenant Dwelling (Cade)	1234 WJ BERNARD RD	1355			
43	Tenant Dwelling		977			
44	Tenant Dwelling (Ira Nelson)	2110 JOHNSTON ST	1883			
45	Tenant Dwelling (Rougeou House)	2913 JOHNSTON ST	2794			
46	Welcome Center (Cade)	1234 WJ BERNARD RD	1688			
47	Whittington House	2250 JOHNSTON ST	3052			
TOTAL FOR SECTION 1B						
TOTAL FOR SECTION 1						

COST PER BUILDING/EVENT BID WORKSHEET						
BID ITEM	<u>SECTION 2: BI-MONTHLY SERVICE (All buildings on a slab) 6X PER YEAR</u>					
	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	BI-MONTHLY COST (6X/YR)	ANNUAL COST
1	E.K. Long Gym Annex	510 E ST MARY BLVD	6046			
2	Football Stadium (E & W) & Press Box	2351 W CONGRESS ST	27592			
3	Lady Cajun Concession & Press box	229 CAJUNDOME BLVD	373			
4	Martin Hall Information Booth	120 E UNIVERSITY AVE	100			
5	Petroleum Engineering Lab	133 REX ST	640			
6	Print Ship Storage Bldg.	439 COLISEUM RD	878			
7	Softball Locker/Restroom Bldg.	227 CAJUNDOME BLVD	1531			
8	Track Dressing Room Building	115 REINHARDT	2880			
9	Track Office, Concession & Press box	110 REINHARDT	1951			
10	Zone 14 Parking Booth	2351 W CONGRESS ST	30			
11	Zone 15 Parking Booth	2351 W CONGRESS ST	30			
TOTAL FOR SECTION 2						

COST PER BUILDING/EVENT BID WORKSHEET						
BID ITEM	SECTION 3: QUARTERLY SERVICE (All buildings on a slab) 4X PER YEAR					
	BUILDING	ADDRESS	BLDG SQ. FT	COMMENTS/NOTES	QUARTERLY COST	ANNUAL COST
1	Athletic Complex Equipment Building	204 REINHARDT	4216			
2	Biology Lab and Research Center (CEET)	703 THROUGHbred DR	15579			
3	Blackham Coliseum Mechanical Building	2330 JONSTON ST	2600			
4	Blackham Lagco Building	2330 JOHNSTON ST	775			
5	Creamery Building	2204 JOHNSTON ST	6744			
6	Fletcher Equipment Building	421 E LEWIS	1082			
7	Griffin Mechanical Building	141 Rex Street	2691			
8	Maxim Doucet Equip. Building	1401 JOHNSTON ST	1632			
9	Stephens Equipment Building	205 E ST MARY BLVD	1645			
TOTAL FOR SECTION 3						

COST PER BUILDING/EVENT BID WORKSHEET					
BID ITEM	SECTION 4: PER EVENT PEST CONTROL (ESTIMATE 6X PER YEAR)				
	SPECIAL EXTERMINATION	ADDRESS	COMMENTS/NOTES	EVENT COST	ANNUAL COST
1	REMOVAL OF BEES/BEEHIVES	CAMPUS-WIDE + CADE + NEW IBERIA RESEARCH CENTER	Estimate 6 events per year.		
2	REMOVAL OF BIRDS, PIGEONS, STARLINGS, ETC.	CAMPUS-WIDE + CADE + NEW IBERIA RESEARCH CENTER	Estimate 6 events per year.		
3	REMOVAL OF SMALL ANIMALS - RACCOONS, ETC.	CAMPUS-WIDE + CADE + NEW IBERIA RESEARCH CENTER	Estimate 6 events per year.		
TOTAL FOR SECTION 4					

Quantities are estimated and not guaranteed. The University reserves the right to delete or add any building(s) from the list and award accordingly. It is the intent of the University to award all items in Sections 1, 2, 3 and 4 as a total package to one service provider. Breakdown is for department's use in invoice reconciliation only.

CALL BACKS

The contractor shall be responsible for all call backs when pest are cited in the facilities being treated. Spot treatment or baiting may be accepted, but if continued problems persist addition spraying and/or fogging treatments will be required at no addition cost to the university. Call backs should be performed within eight (8) hours.

SPRAYING SCHEDULES

On a monthly basis or whenever requested by owner, the Contractor shall submit a written schedule for spraying to the Facility Management Department for review and approval. The schedule shall state the day of the month each building will be sprayed. Adjustments shall be made by the Facility Management Department to accommodate building usage schedules and other

requirements. Should the Contractor deviate from this schedule, the Facilities Management Department must be notified in writing. The schedule must be submitted before the month begins to permit notification of the building occupants.

SIGN-IN FORMS

The contractor shall be responsible for completing owner furnished sign-in forms for each area treated.

Failure to complete these sign-in forms will indicate unsatisfactory performance and the contract is subject to cancellation.

SUPERVISION

The university will provide an annual orientation training session with the Contractor. After this session, it will be the Contractor's responsibility to train their various field technicians and supervise these individuals. **The contractor shall call for an appointment within 10 days after the receipt of the purchase order to arrange this meeting.**

DOCUMENTATION

The Contractor shall be required to submit a receipt signed by each building coordinator indicating the date the building was sprayed before payment will be made. In dormitories, the Contractor shall be required to submit a receipt, dated, with "time in" and "time out" indicated and signed by the House Director of designated Housing Representative. The Director of Housing shall appoint a representative to accompany the Contractor when spraying the dormitories to insure the room occupant allows the Contractor to spray the room. In Married Student Housing, the Director of Housing shall appoint a representative to accompany the Contractor when spraying apartments.

The Contractor shall submit a sanitation report to owner on each building or area as requested by Facility Management Department.

UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR ENTER A DORMITORY ROOM OR APARTMENT WITHOUT THE RESIDENT OR A REPRESENTATIVE OF THE UNIVERSITY BEING PRESENT. FAILURE TO COMPLY MAY BE GROUNDS FOR IMMEDIATE CANCELLATION OF THE CONTRACT.

CHEMICALS

The Contractor shall be responsible for using the proper chemicals for each application and in the proper concentrations for each treatment to be deemed effective. The University reserves the right to have a representative from the Louisiana Pest Control Commission inspect the Contractor's chemicals and application techniques. Should any violations be found, the University reserves the right to cancel the contract by ten (10) day written notice.

KEYS

The Contractor shall sign-out keys to the buildings and rooms on campus at the Facility Management Department offices on a daily basis. The keys must be returned by 4:30 p. m. each day.

CONTRACT TERMS

Based upon mutual agreement between the University and the successful bidder, this contract may be extended for **FOUR (4)** additional twelve (12) month periods. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature.

If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any 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.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

Bids are to be filled out on the forms furnished for this purpose or exact copies thereof, and must be filled out legibly with ink or typewriter and SIGNED IN BLUE INK. If any corrections are necessary, bidder must initial each one. Failure to comply with these requirements may cause your bid to be disqualified, and in case of any difference the quotation on the original shall be accepted.

The University cannot accept bids or alterations by wire, fax or phone. Unit prices are to be quoted complete and shipping shall not be charged. All orders shall be FOB Destination - University of Louisiana at Lafayette, Lafayette, Louisiana. All prices are firm. The University is a tax exempt State Agency. Conditional bids will not be considered.

The University of Louisiana at Lafayette reserves the right to reject any or all bids submitted.

IMPORTANT NOTES: Quantities/dates listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to ***increase or reduce*** quantity as needed if in the best interest of the University.

The University reserves the right to monitor the service and results and to terminate the contract ten (10) days after written notice if services are deemed unsatisfactory by the University.

PRICES QUOTED ARE TO REMAIN FIRM THROUGH JUNE 30, 2021.

INSURANCE REQUIREMENTS *Revised February 2019*

(for contractors doing business with the University of Louisiana at Lafayette)

I. Purpose and Scope

The purpose of this document is to ensure that third parties doing business with the University are adequately insured for the risk and liability associated with the goods, services, and/or work they provide to the University. This document sets forth the insurance language to be included in the bid and/or contract specifications when hiring contractors, vendors, or service providers to provide goods, perform services, and/or perform work for the University ("Contractors"). This document also sets forth the insurance language that should be included in all University contracts with Contractors ("Contracts"). This document applies to all Contracts to which the University is a party, including the individual departments and units of the University.

II. General Insurance Requirements

Except as expressly provided below with regard to Reduced Limits for Special Circumstances, the following language shall be included in (1) all Contractor bid and contract specifications, and (2) all Contracts. Requests for other variations in this language must be reviewed by the University's Risk Manager, who will make the final decision as to the language to be used. Please note that hazardous, unusual or exceptional activities, or a change in Contract indemnification provisions, may necessitate additional insurance; questions regarding the need for other coverage should be directed to the University's Risk Manager.

Contractor shall purchase, at its own cost and expense, 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 Contractor, its agents, representatives, employees, or subcontractors. The insurance shall be obtained from a company or companies lawfully authorized to do business in the State of Louisiana with a A.M. Best's rating of A-VI or higher. Failure to comply with all terms of this section for the duration of the Contract places Contractor in breach of this Contract. Requests for any variation in this language will be reviewed by University's Risk Manager, who will make the final decision.

A. Minimum Scope of Insurance and Limits

1. Workers Compensation

Contractor shall be in compliance at all times with the Louisiana Workers' Compensation Law with respect to workers' compensation insurance or proper certification of self-insured status.

2. Commercial General Liability

Contractor shall maintain Commercial General Liability insurance, including Personal and Advertising Injury Liability, which coverage shall have a minimum limit per occurrence of \$1,000,000 and a minimum general 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.

Additionally, if alcohol is served in the execution of this Contract, then Contractor shall maintain Liquor Liability coverage in the minimum amount of \$1,000,000 per occurrence.

Additionally, if valet parking is performed in the execution of this Contract, then Contractor shall maintain Garage Keepers Liability coverage in the minimum amount of \$1,000,000 per occurrence.

3. Automobile Liability (if a Motor Vehicle owned, hired, or rented by the contractor is used in the performance of this Contract)

Contractor shall maintain Automobile Liability Insurance, which coverage shall have a minimum combined single limit per occurrence 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. Other Insurance Provisions

Contractor shall either (i) require each subcontractor and vendor to procure and maintain all applicable insurance of the type and limits specified in this section, or (ii) include all subcontractors as insureds under its policies.

Any deductibles or self-insured retentions must be declared to and accepted by University. Contractor shall be responsible for all deductibles and self-insured retentions. Any insurance or self-insurance maintained by University shall be excess and non-contributory of Contractor's insurance. Contractor's coverage shall contain no special limitations on the scope of protection afforded to University. Contractor's insurance shall be primary as respects University, The Board of Supervisors for the University of Louisiana System ("Board"), and all of their respective officers, agents, employees, and volunteers.

Except for workers' compensation coverage, University and Board, and all of their respective officers, agents, employees, and volunteers, shall be named as an additional insured as regards negligence by Contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable.

Contractor shall provide to University Certificates of Insurance ("Certificates") evidencing the foregoing coverage in advance of Contractor's delivery of goods and/or performance of work or services, and in all events, prior to any payment by University to Contractor. In addition to Certificates, Contractor shall submit to University the declarations page and the cancellation provisions for each insurance policy. University reserves the right to request complete certified copies of all required insurance policies at any time.

Certificates and all notices regarding coverage shall be addressed to:

University of Louisiana at Lafayette
ATTN: Purchasing Department
P.O. Box 40197
Lafayette, LA 70504

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

Coverage shall not be canceled, suspended, reduced, or voided by either Contractor or the insurer except after 30 days written notice has been given to University. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in Contractor's policy.

Acceptance of goods or completed work by University, payment by University, failure of University to require proof of compliance, or University's acceptance of a non-compliant Certificate shall not release Contractor from its obligations under these insurance requirements. Failure of Contractor to purchase and/or maintain any required insurance shall not relieve Contractor from any liability or indemnification under the Contract.

III. Additional Insurance Requirements for Special Contracts

In addition to the foregoing insurance requirements, language specifying the following insurance requirements shall be included in: (1.) all bid and contract specifications for professional services and (2.) all Contracts for professional services, where applicable:

A. Professional Liability, Errors and Omissions, and Malpractice Insurance

If any of the following professionals provide services in the execution of the Contract, Contractor shall purchase and maintain Professional Liability Insurance, which coverage shall have minimum limits of \$1,000,000:

- Medical Professionals, such as physicians, nurses, dentists, and pharmacists;
- Architects and Engineers;
- Attorneys;
- Accountants and Professional Financial Advisors;
- Real Estate Brokers and Appraisers;
- Insurance Agents; and
- Consultants.

Claims-made coverage for Professional Liability Insurance is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this Contract. It shall provide coverage for the duration of this Contract and shall have an expiration date no earlier than 30 days after the anticipated

completion of the Contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

B. Cyber Liability Insurance

For Contracts in which the Contractor shall be granted access to electronic data belonging to the University or others, including but not limited to corporate confidential information (CCI), personal financial information (PII), personal health information (PHI), payment card information (PCI), and all personal student information (PSI) stored in electronic format, and for which there is a risk of electronic security breaches of this confidential data, including inadvertent release, hacking, viruses, improper destruction, etc., Cyber liability insurance, including first-party costs, shall be required with a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this Contract. It shall provide coverage for the duration of this Contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the Contract. The policy shall provide an extended reporting period of not less than 36 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

IV. Reduced Limits for Special Circumstances

The scope of work for a bid or Contract may dictate that a reduction of insurance limits is necessary in order to facilitate competition and/or ensure the University's ability to hire qualified Contractors. Low risk activities which may justify a reduction in insurance limits include, but are not limited to:

- Services in which the owner/operator is the only Contractor employee;
- Services that do not involve the use of a motor vehicle;
- Services in which there is no use of hazardous or radioactive materials;
- Services in which there is no use of power machinery or tools;
- Services in which there is no use of high voltage equipment; and
- Services in which no work is actually performed on the University campus.

For these special circumstances, University's Director of Purchasing, at his/her discretion, may choose to reduce the insurance required of Contractor. If insurance requirements are so reduced, the reduction(s) must comply with the following guidelines:

A. Workers Compensation

University may waive workers' compensation insurance requirements for sole proprietors if they are the only person(s) employed by Contractor in performing the work or services specified in the Contract.

If coverage is so waived, the Contract must include language that Contractor agrees that such persons will have no cause of action against, and will not assert a claim against, University, the Board, and/or the State of Louisiana, whether pursuant to the workers' compensation law of Louisiana or any other state, or other similar state or federal law, under any circumstance. The Contract must also include language that the parties agree that University, the Board, and the State of Louisiana, and all of their agents and employees, shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents, or employees. The Contract must further include language that the parties agree that Contractor is a wholly independent contractor and is exclusively responsible for its own employees, owners, and agents, and that Contractor agrees to protect, defend, indemnify and hold University, the Board, and the State of Louisiana, and all of their agents and employees, harmless from any assertion or claim that may arise from the performance of this Contract.

B. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability, may be reduced to a minimum limit per occurrence of \$100,000. 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.

C. Automobile Liability

Automobile Liability Insurance requirements may be waived *only if* the scope of work does not involve the use of a motor vehicle. Examples include but are not limited to:

1. Goods and/or services that will be delivered to University by a third party (not Contractor); and
2. Goods and/or services that will be delivered to University electronically.

D. Required Insurance Language

Notwithstanding any reduction or waiver made pursuant to this section, all bid/contract specifications and all Contracts must include the language set forth in the General Insurance Requirements section, above, subject to modification only for the specific reduction or waiver made.

END OF SECTION

BID FORM

I/We propose to furnish all labor, materials, equipment, transportation, etc. necessary for the extermination of roaches, silverfish, ants, fleas, ticks, spiders, pill bugs, earwigs, wasps, bees, birds, small animals, and rodents inside, outside, and underneath various buildings located on the University of Louisiana at Lafayette (Lafayette, Cade, and New Iberia) upon award through June 30, 2021, with the option to renew for up to four (4) additional twelve-month periods, for the annual sum of...

1. SECTION 1A \$ _____ SECTION 1B \$ _____

SECTION 1 TOTAL: \$ _____

2. SECTION 2 TOTAL: \$ _____

3. SECTION 3 TOTAL: \$ _____

4. SECTION 4 TOTAL: \$ _____

(ANNUAL) GRAND TOTAL FOR ALL SECTIONS: \$ _____

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

TITLE _____

ADDRESS _____

TELEPHONE NO. _____

FAX NO. _____

DATE _____

NOTE: Worksheets (pages 9-14) with per building/event cost breakdown for all sections shall be included with this bid submission. Failure to provide this breakdown with the bid shall be cause for rejection of the bid. (See Mandatory Bid Requirements.)



INVITATION TO BID

SOLICITATION No.: 21009

BID DUE DATE/TIME: 6/25/2020 2PM

TITLE: PEST CONTROL SERVICE (RENEWABLE)

JOB SITE VISIT: Mindy Reed 337.482.2001

PRE-BID MEETING: 6/18/2020 10:00AM

ZOOM MEETING ID: 922 4008 3557 (PW: 967565)- 6/26/2020 11AM

MANDATORY bid requirements are detailed immediately following the Standard Terms & Conditions section.

SUBMIT BID TO:*

University of Louisiana at Lafayette
Office of Purchasing
PO Box 40197
Lafayette, LA 70504-0197

or submit bid electronically:

ULLafayetteBids@louisiana.edu

BUYER OF RECORD: Roxanne J. Formeller

BUYER PHONE: (337) 482-2955

EMAIL: roxanne.formeller@louisiana.edu

BID AWARD: The University reserves the right to award proposal on an individual item basis, a combination of items basis, or as a total package to one vendor, whichever is in the best interest of the University. Quantities are approximate and are not guaranteed by the University. The University reserves the right to *increase or reduce* quantity as needed if in the best interest of the University.

Bidders may submit bids by mail by sending to the mailing address listed in the "Submit Bid To" address listed on page 1 of this solicitation. Bidders may also submit electronically to ULLafayetteBids@louisiana.edu. If bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.

BID OPENING:

The public bid opening will take place on Friday, June 26, 2020 at 11:00AM on Zoom, which is available for viewing by registering at <https://zoom.us/meeting/register/tJYvc-mopjgvH9OllhNswynLNvpZ39zRzqat>.

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

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

Date _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone Number with area code: () _____

C. Facsimile Number with area code: () _____

Bidder certifies that the above information is true and grants permission to the University to contact the above named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov .)

Professional Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____
(Signature MUST be HAND SIGNED and should be in Blue ink)

Date: _____