

STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA  
A Member of the University of Louisiana System

**INVITATION TO BID  
TO FURNISH LABOR AND MATERIALS FOR  
POSITIVE CONTROL AND EXTERMINATION  
OF ALL PESTS AND RODENTS IN DESIGNATED BUILDINGS  
ON THE SOUTHEASTERN HAMMOND AND BATON ROUGE CAMPUSES**

ISSUING AGENCY: Southeastern Louisiana University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Himber  
Telephone: (985) 549-2064

PROCUREMENT SPECIALIST: Monette Scott  
Telephone: (985) 549-5324

REQUISITIONED BY: Shane Purvis / Scott Nunez  
Telephone: (985) 549-3333 / (985) 549-2118

RELEASE DATE: April 4, 2024

DEADLINE FOR FAX INQUIRIES: April 18, 2024

BID OPENING DATE: April 30, 2024

BID OPENING TIME: 4:00 p.m., Central Time

BID OPENING LOCATION: Southeastern Louisiana University  
Purchasing Department  
2400 North Oak Street  
Hammond, Louisiana 70402

PRE-BID CONFERENCE: **MANDATORY for all bidders!**  
**April 16, 2024, Central Time, 10:00AM**  
Location: Physical Plant Conference Room  
2400 North Oak St / Hammond, LA 70402

*Please report to front desk staff who will direct Vendors to meeting room. Failure to be represented shall cause rejection of the bid from further consideration.*

**BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY  
CONTACTING MONETTE SCOTT AT (985) 549-5324 BY April 19, 2024.**

This Solicitation Is A Sealed Bid and Must Be Returned By US Mail, Express Carrier or to Delivered Location. To be considered for award, bidder must return the completed Southeastern bid response forms in order to be considered in the bidding process.

This ITB is available in electronic form at

<http://wwwprd.doa.louisiana.gov/osp/lapac/dspBid.cfm?search=department&term=42>

It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address:	Southeastern LA University Purchasing Department SLU 10800 Hammond, LA 70402	Delivery:	Southeastern LA University Purchasing Department Property Control & Supply Bldg 2400 North Oak Street Hammond, LA 70402
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Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

INSTRUCTIONS TO BIDDERS

- 1) Bid Forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink by an authorized representative of the bidding entity. Bid prices shall be typewritten or in ink. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid filled out in pencil; (3) photocopy of bidder's signature; and (4) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should 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 products specified in the solicitation document.
- 3) Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) Louisiana Preference: Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

- 6) **Signature Authority:** In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

#### GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) **Prices:** Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) **Payment Terms:** Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) **Delivery:** Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) **Taxes:** Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) **New Products:** Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) **Default of Contractor:** Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) **Contract Cancellation:** The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality, or to be delivered in good condition; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) **Equal Opportunity:** By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, handicap, disability, veteran status, or any other non-merit factor.

"By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or 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 bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response."

10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

Revised 3/19.

A Member of the University of Louisiana System

**SOUTHEASTERN LOUISIANA UNIVERSITY  
INSURANCE AND INDEMNIFICATION REQUIREMENTS  
FOR SUCCESSFUL BIDDER**

Before commencing work, the other party (vendor/contractor or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A-:VI or higher and shall provide evidence of such insurance to the University, as may be required by the University. The policies or certificates thereof, shall provide that thirty (30) days prior to cancellation notices of same shall be given to the University by registered mail, return receipt requested, for all of the following stated policies. All notices shall name the other party and identify the agreement or contract number.

A. Workers' Compensation - Statutory - in compliance with the Compensation law of the State. (A.M. Best's rating requirement mentioned may be waived for workers compensation coverage only.)

B. Comprehensive General Liability Insurance with a minimum of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall include the following coverage:

1. Premises - Operations
2. Broad Form Contractual Liability
3. Products and Completed Operations
4. Use of Contractors and Subcontractors
5. Personal Injury
6. Broad Form Property Damage

C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. The insurance shall include for bodily injury and property damage the following coverage:

1. Owned automobiles
2. Hired automobiles
3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

**Location of operation shall be "All Locations".**

D. Other Party's Professional Liability. The other party shall provide proof of such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specifications.

E. If at any time any of the policies shall become unsatisfactory to the Agency as to form or substance, or if a company issuing any such policy shall

become unsatisfactory to the Agency, the other party shall obtain a new policy, submit the same to the Agency for approval and submit a certificate of insurance as required in the contract. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurances, shall not relieve the other party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

F. All policies and certificates of insurance of the other party shall reflect the following:

- 1) The other party's insurer will have no right of recovery or subrogation against the University, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
- 2) The University shall be named as an "additional insured" as regards to negligence by the contractor. (ISO Form CG 20 10 03 97).
- 3) The insurance companies issuing the policy or policies shall have no recourse against the University for payment of any premiums or for assessments under any form of policy.

G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:

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

H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.

- I. The insurance companies issuing the policy or policies shall have no recourse against the University for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University.
- K. Neither the acceptance of the completed work nor payment thereof shall release the Contractor/Subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. If any of the Property and Casualty insurance requirements with at their renewal dates, payments to the Contractor/Subcontractor may be withheld until those requirements have been met, or at the option of the University, the University may pay the Renewal Premium and withhold such payments from any monies due Contractor/Subcontractor.

(To Be Completed By Successful Vendor)

**INDEMNIFICATION AGREEMENT**

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

Accepted by \_\_\_\_\_

Vendor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Accepted

Is Certificate of Insurance Attached?     Yes     No

Contract No. \_\_\_\_\_ for Southeastern Louisiana University  
State Agency

**PURPOSE OF CONTRACT:** Furnish labor and materials for positive control and extermination of all pests and rodents in designated academic, administrative and residence hall buildings on the SLU Hammond, Livingston, and Baton Rouge campuses for Southeastern Louisiana University as per specifications and requirements.



**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM**

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

TELEPHONE NO.: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

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

MAILING CITY STATE ZIP

Email: \_\_\_\_\_

SCOPE: Furnish labor and materials for positive control and extermination of all pests and rodents in designated academic, administrative and residence hall buildings on the SLU Hammond, Livingston, and Baton Rouge campuses for the Southeastern Louisiana University as per specifications and requirements.

CONTRACT TERM: Contract Date: July 1, 2024 to June 30, 2025.

If mutually agreeable, this contract may be extended for four (4) additional twelve 12 month periods at the same prices, terms and conditions.

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

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

**OTHER REQUIREMENTS:**

The attached Instruction to Bidders/General Conditions shall be a part hereof. The attached Insurance Requirements and Indemnification Agreement shall be a part hereof.

**TO THE VENDOR:**

**VENDORS ARE REQUIRED TO ATTEND A MANDATORY PRE-BID CONFERENCE!** Vendors are to check in at the front desk at the Physical Plant Building at 2400 North Oak Street Hammond, LA 70402 and will be directed to the conference room. Failure to be represented at the mandatory meeting shall cause rejection of the bidder from further consideration.

THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX REPONSES SHALL BE REJECTED.

TAXES: Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state and local sales and use tax.

Signature to the Bid Response Form shall be construed as acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: \_\_\_\_\_

(Signature)

(Print or Type Name)

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

BID RESPONSE FORM CONTINUED

This form is to be completed in its entirety and submitted with the bid response form(s). Failure to complete or return the form with the other bid response form(s) may cause rejection of the bid without further consideration.

INSURANCE COVERAGE TO BE PROVIDED BY BIDDER

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

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ..... STATUTORY MINIMUM COVERAGE

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

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

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

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

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

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

COMMERCIAL GENERAL LIABILITY ..... \$1,000,000 MINIMUM COVERAGE

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

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

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

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

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

AUTOMOBILE LIABILITY ..... \$1,000,000 MINIMUM COVERAGE

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

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

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

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

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

## SPECIAL INSTRUCTIONS TO VENDORS

Those creatures we commonly call "Pests" have displayed a tremendous ability to thwart the structured pest control of industry's efforts to eliminate them. Couple this with the fear of chemicals some people have developed and the need for a many faceted control strategy is clear. The term "pests" shall include, but not limited to the extermination of all types of roaches, ants, mice, rats, silverfish, earwigs, millipedes, centipedes, fleas, ticks, bees, and wasps.

Integrated Pest Control Management is a process in which preventative and corrective measures are used to keep pests from causing problems for the client. Emphasis is placed on least toxic, yet effective and permanent solutions. Integrated pest control management shall include, but not be limited to, spraying, baiting, use of glue boards, mechanical traps, vacuuming, heat, etc.

1. Pest Control Service to include labor, materials and equipment necessary for positive control and extermination of all pests and rodents. Vendor must guarantee satisfactory results by keeping the building free of pests and rodents.
2. All vendors must provide a copy of their current license(s) by the Dept. of Agriculture, also current technician certification cards for all employees providing service for Southeastern in the bid response form.
3. The vendor will visit the job-site, inspect the facility, and particularly familiarize themselves with the difficulties and restrictions regarding the execution of the contract work. No additional allowance shall be granted to any vendor because of unfamiliarity of conditions.
4. All chemicals to be used under the contract shall be in compliance with Louisiana rules, regulations and laws. All materials shall be approved and registered with the U.S.D.A.
5. Pest Control Service to be rendered in all specified areas deemed appropriate by the vendor and contract coordinator. In addition, yard areas surrounding the building are to be treated as necessary. Spraying around buildings will not be performed following episodes of heavy rain to prevent product from dissipating.
6. University Residence and The Inn - Treatment of the University Residence and The Inn require the contractor to remove all spiders, cobwebs, and dirt-dauber/mud dauber nest(s), and etc., from the exterior of these buildings, its porches and garages. Contractor will also be required to apply granules in dense flowerbeds around the perimeter of these buildings.

7. Pest Control Service of non-kitchen areas will be performed on a quarterly basis using integrated pest management. The service shall be performed during dates and times approved by the contract coordinator.
8. Pest Control Management of all kitchens will be performed on a monthly basis. The Vendor and contract coordinator will establish a day and time for the pest control services to be performed.
9. Call backs - If the pest control services are deemed ineffective by the contract coordinator, the vendor shall be required to perform additional treatments at **NO CHARGE** to the University in areas serviced within the previous 30 days. However, under special circumstances repeated call backs for the same specific area may be considered for an additional charge at a "Special Call Back Rate" if approved by the contract coordinator.
  - A. Special Call Back Requirements:
    1. Any request for payment under the special call back rate must be submitted in writing via email directed to the contract coordinator assigned to the area.
    2. The contract coordinator will review the request and will respond to the vendor with approval or denial of such charges.
    3. Any request for payment under the call back rate will require the approval documentation from the contract coordinator.
10. Call Back(s) Response Time - Call Back(s) All additional treatments shall be done within 24 hours of notification from the contract coordinator. Emergency Call Back(s) - If a situation is deemed an emergency by the contract coordinator the treatment must be completed within 8 hours of notification.
11. Vendor personnel shall be equipped with the necessary clothing and equipment to insure their safety in the performance of the contract work.

## 12. Special Service Requirements

Academic Classrooms - Special consideration must be given for the treatment of all academic classrooms as they may not be serviced when students are in class. Treatment of these areas will require coordination with the contract coordinator to establish a schedule which will ensure treatment of all academic classrooms in accordance with the contract.

Student Housing Halls - Special consideration must be given when treating all student housing areas. In all housing areas the service technician must be accompanied by an assigned representative of the university in order to access the student's living quarters. This will require coordination with the contract housing coordinator in order to establish a specific schedule to ensure treatment of all housing halls in accordance with the contract.

13. Sign In / Sign Out - Contract Personnel will report to a designated location as determined by the contract coordinator to sign in / sign out on each visit. Service tickets must be turned in prior to signing out and must designate the name of the building which was treated. All service tickets must be signed by the contract coordinator or his designated appointee.
14. Failure To Perform - Any failure to perform or to meet the specifications and/or requirements of the contract will be considered non-performance. The contractor will be informed of issues of non-performance as detailed below:
  - 1.) 1st notice - verbally communicated
  - 2.) 2nd notice - in the form of a written letter
  - 3.) 3rd notice - a written letter of notice by registered or certified mail and may result in the cancelation of the contract.

### CONTRACT CANCELATION

The contract may be canceled at the convenience of the University upon thirty (30) calendar day written notice via registered or certified mail.

### CONTRACT CONTINUATION

If mutually agreeable to the University and the successful bidder, this contract may be extended for three (3) additional twelve (12) month periods at the same prices, terms and conditions. This contract and any renewals are subject to continued appropriations of funding to the University by the Louisiana Legislature.

OTHER SPECIAL REQUIREMENTS AND INSTRUCTIONS - Treatment of The Teacher Education Center, The Child Development Center, and Campbell Hall will follow the guidelines as determined by The Department of Agriculture and Forestry, Office of Agriculture and Environmental Science and Advisory Commission on Pesticides for use of pesticide in school buildings and their surrounding areas.

Addition and/or Deletion of SF - The University reserves the right to add or delete buildings; and to increase or decrease square footage of areas during the contract term. The price for addition and/or deletion of square footage will be based on 1000 square feet. Square footage of 499 or less will be rounded down and square footage of 500 and over will be rounded up.

**ENTIRE BID RESPONSE TO BE DELIVERED TO PURCHASING DEPARTMENT ADDRESS BY DATE AND TIME INDICATED ON THE FRONT OF THE BID DOCUMENT.**

**BID RESPONSE FORM PAGES AVAILABLE IN EXCEL FORMAT BY CONTACTING MONETTE SCOTT AT (985) 549-5324 BY April 19, 2024.**

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

*Service of academic buildings and locked areas will require coordination with contract coordinator in order to set a schedule and obtain keys access.  
NOTE: The service tech is required to sign in / sign out at the Physical Plant office prior to performing any service and upon completion of service.  
The service tech must submit a service ticket for all buildings treated. Service tickets must be signed off by an authorized representative of the university.*

**Academic Buildings Kitchen Areas - Section A**

Provide Pest Control Services in kitchen area(s) of the following buildings on a MONTHLY basis	Kitchen Area (SF)	Months	Monthly Rate	Total
Alumni Center	333	12		
Campbell Hall	176	12		
Cate Teacher Education Center	857	12		
Dyson Hall	132	12		
Kinesiology Bld & Annex	188	12		
Mims Hall	116	12		
North Oak Park Concession	576	12		
Pennington SAC	153	12		
Sims Memorial Library	200	12		
War Memorial Student Union	140	12		
West Strawberry Stadium	178	12		
White Hall	928	12		
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

**Academic Buildings - continued - Section B**

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total Inside SF	A Per Qtr Rate Inside Bldg	B Per Qtr Rate Outside Bldg	Total for 4 Qtr (A+B)x2
Alumni Center	12,390			
Art Foundry	1,000			
Baseball - Ticket Booth, Restrooms, Concession, Press box	1,529			
Baseball Clubhouse	3,678			
Biology Building	91,539			
Campbell Hall	10,702			
Cate Teacher Education Center	130,528			
Charles Anzalone Hall	25,745			
J Leon Clark Hall	16,732			
Clark Hall Annex	5,347			
Columbia Theatre	38,670			
Computer Science	70,867			
D Vickers Hall - Offline for Renovation	0			
Dugas Center	28,397			
Dyson Hall	16,327			
East Stadium Ticket Office	100			
East Stadium Annex	11,636			
East Strawberry Stadium	32,738			
Fayard Hall	98,800			
Garrett Hall	50,894			
Horticulture Center	471			
Housing Maintenance Building	1,678			
Intermodal Transit Facility - Parking Garage	4,026			
Kinesiology & Health Studies	55,482			
Kinesiology & Health St Annex	34,886			
McClimans Hall	26,237			
McGehee Hall	20,618			
Meade Hall	19,245			
Mims Hall	31,156			
Music Annex	34,068			
<b>Total</b>				



**BID RESPONSE FORM  
PEST CONTROL SERVICES**

**Academic Buildings - continued -Section C**

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total inside SF	A Per Qtr Rate Inside Bldg	B Per Qtr Rate Outside Bldg	Total for 4 Qtr (A+B)x2
Music Bldg Recital Hall	7,528			
Naquin Center	6,032			
NC Athletics	16,120			
NC Financial Aid Bldg	20,833			
NC Human Resources	5,302			
N C Main Bldg	64,074			
North Oak Park Concession	1,728			
North Oak Park Press Box	144			
North Oak Park Storage	1,407			
North Oak Park Ticket Booth	147			
North Oak Park Restroom/storage	760			
Pennington SAC	83,568			
Physical Plant M1	10,110			
Physical Plant M3	10,165			
Physical Plant M6	7,723			
Physical Plant M2 Office	4,682			
Pottle Music Building	25,796			
Purchasing & Prop Control M4	36,207			
Pursley Hall	57,380			
Science Building Annex	20,703			
Sims Memorial Library	137,228			
Southeast LA Business Center	16,970			
Sustainability Center	10,661			
Thomason Health Center	7,478			
Tinsley Hall	15,174			
Tinsley Hall Annex	3,280			
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

Academic Buildings - continued -Section D

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total Inside SF	A		B		Total for 4 Qtr (A+B)x2
		Per Qtr Rate Inside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	
West Strawberry Stadium	38,304					
White Hall	31,674					
War Memorial Student Union	36,064					
War Mem. Student Union Annex	28,752					
War Mem. Student Union North	88,572					
War Mem. Student Union West	25,912					
<b>Total</b>						

NC Textbook Rentals

Provide Pest Control Services of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total Inside SF	A		B		Total for 4 Qtr (A+B)x2
		Per Qtr Rate Inside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	
NC Textbook Rentals	8,246					
<b>Total</b>						

University Center Kitchen and Gate 4 Concession Area

*Note: University Center Concessions at Gate 4 will be treated monthly for the months of Jan, Feb, Mar, Oct, Nov, Dec)*

The University Center kitchen and concessions at Gate 4 will be treated on a monthly basis in the months of October, November, December, January, February, and March due to high volume usage.	Kitchen Area (SF)	Months	Monthly Rate	Total
University Center Kitchen and Gate 4 Concession Area	1,674	6		
<b>Total</b>				

University Center

Provide Pest Control Services of the following building on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total Inside SF	A		B		Total for 4 Qtr (A+B)x2
		Per Qtr Rate Inside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	Per Qtr Rate Outside Bldg	
University Center	238,138					
<b>Total</b>						

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

*Service of housing halls require that a university representative accompany the service tech during the treatment process. Therefore, service dates must be coordinated through the Service Coordinator. NOTE: The service tech is required to sign in / sign out at the designated location prior to performing any service and upon completion of service. The service tech must submit a service ticket for all building treateds. Service tickets must be signed off by an authorized representative of the university.*

Pride Hall & Cardinal Newman Hall

Provide Pest Control Services in kitchen area(s) of the following buildings on a MONTHLY basis	Kitchen Area (SF)	Months	Monthly Rate	Total
Pride Hall	188	12		
Cardinal Newman Hall	98	12		
<b>Total</b>				

Hall Housing Buildings

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total Inside SF	A Per Qtr Rate Inside Bldg	B Per Qtr Rate Outside Bldg	Total for 4 Qtr (A+B)x2
Ancension Hall	87,987			
Cardinal Newman Hall	22,696			
Hammond Hall	42,615			
Livingston Hall	48,376			
Louisiana Hall	35,613			
Pride Hall	55,496			
St. Tammany Hall	47,080			
Tangipahoa Hall	31,651			
Taylor Hall	44,593			
Twelve Oaks Hall	87,966			
Washington Hall	47,080			
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

*Service of housing halls requires that a university representative accompany the service tech during the treatment process. Therefore, service dates must be coordinated through the contract coordinator. NOTE: The service tech is required to sign in / sign out at the designated location prior to performing any service and upon completion of service. The service tech must submit a service ticket for all building treated. Service tickets must be signed off by an authorized representative of the university.*

Greek Village Kitchen areas

Provide Pest Control Services of kitchen area(s) for the following buildings on a MONTHLY basis	Kitchen Area (SF)	Months	Monthly Rate	Total
Greek Village Building 1 - B, C	200	12		
Greek Village Building 2 - D,E	200	12		
Greek Village Building 4 - G, H, I, J	400	12		
Greek Village Building 5 - K, L	200	12		
<b>Total</b>				

Greek Village

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total inside SF	A Per Qtr Rate Inside Bldg	B Per Qtr Rate Outside Bldg	Total for 4 Qtr (A+B)x2
Greek Village Building 1 - A, B, C	10,047			
Greek Village Building 2 - D, E	11,624			
Greek Village Building 3 - F	1,775			
Greek Village Building 4 - G, H, I, J	20,520			
Greek Village Building 5 - K, L	8,884			
Greek Village Building 6 - M	19,439			
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

Southeastern Oaks Kitchen areas

Provide Pest Control Services of kitchen area(s) in the following buildings on a MONTHLY basis	Kitchen Area (SF)	Months	Monthly Rate	Total
Southeastern Oaks 01	2,051	12		
Southeastern Oaks 02	2,063	12		
Southeastern Oaks 03	2,061	12		
Southeastern Oaks 04	2,059	12		
Southeastern Oaks 05	2,057	12		
Southeastern Oaks 06	4,108	12		
Southeastern Oaks Office	85	12		
<b>Total</b>				

Southeastern Oaks

Provide Pest Control Services (excluding kitchens) of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between inside / outside.	Total inside SF	A Per Qtr Rate Inside Bldg	B Per Qtr Rate Outside Bldg	Total for 4 Qtr (A+B)x2
Southeastern Oaks 01	10,273			
Southeastern Oaks 02	10,261			
Southeastern Oaks 03	6,363			
Southeastern Oaks 04	10,265			
Southeastern Oaks 05	10,267			
Southeastern Oaks 06	20,540			
Southeastern Oaks Office	2,631			
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

University Residence and The Inn

Provide Pest Control Services for the following buildings on a MONTHLY basis	Total	Months	Monthly Rate	Total
	Inside (SF)			
University Residence	7,545	12		
The Inn	4,933	12		
<b>Total</b>				

Clausen Family Center & Baton Rouge Center

Provide Pest Control Services of the following buildings on a QUARTERLY basis. Quarterly service will be alternated between Inside / outside.	Total	A	B	Total for 4 Qtr (A+B)x2
	Inside SF	Per Qtr Rate Inside Bldg	Per Qtr Rate Outside Bldg	
Clausen Family Center	43,325			
Baton Rouge Center	68,633			
<b>Total</b>				

**BID RESPONSE FORM  
PEST CONTROL SERVICES**

SECTIONS BY NAME	BID RESPONSE RECAP	Total per Section
Academic Buildings Kitchen Areas - Section A		
Academic Buildings - continued - Section B		
Academic Buildings - continued -Section C		
Academic Buildings - continued -Section D		
NC Textbook Rentals		
University Center Kitchen and Gate 4 Concession Area		
University Center		
Hall Housing - A		
Hall Housing - B		
Hall Housing - C		
Greek Village Kitchen areas		
Greek Village - A		
Greek Village - B		
Southeastern Oaks Kitchen areas		
Southeastern Oaks - A		
Southeastern Oaks - B		
University Residence and The Inn		
Clausen Family Center & Baton Rouge Center		
<b>TOTAL BID PRICE</b>		