

**STATE OF LOUISIANA  
UNIVERSITY OF LOUISIANA AT MONROE  
MONROE, LOUISIANA**

**“ADVERTISEMENT FOR BIDS**

Sealed bids will be accepted in Purchasing Office, Coenen Hall 140 at The University of Louisiana at Monroe until 2 P.M. Central, May 15, 2025, at which time they will be publicly opened and read aloud.

**Annual Bid - #50006-035 Annual Pest Control Service**

A mandatory pre-bid conference will be held at 10:00 AM, April 24, 2025 at the Physical Plant Building Conference Room, 501 Warhawk Way, Monroe, LA 71209

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

Complete bidding documents may be obtained from the Purchasing Department, The University of Louisiana at Monroe, Monroe, Louisiana, 71209-2250, via fax request at 318.342.5218 or the State of Louisiana LaPac page: <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm> by referencing Bid #50006-035.

Bids will be considered only when the bidder certifies that he holds a current valid Louisiana Contractors license for pest control and mosquito control/abatement and shows the license number on the sealed bid envelope and above his signature on the bid forms as required under R.S. 37:2150-2163. Contractors desiring to bid shall submit evidence that they have a current Louisiana Contractors license of proper classification.

The successful bidder will be required to furnish a performance and payment bond written by a company licensed to do business in Louisiana in an amount equal to 100% of the contract amount.

No bid may be withdrawn for a period of thirty (30) days after receipt of bids, except under the provisions of LA. R.S. 38:2214.

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

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

**INVITATION TO BID  
No. 50006-035  
TO FURNISH  
PEST CONTROL SERVICES  
FOR ALL FACILITIES OF THE UNIVERSITY OF LOUISIANA AT MONROE**

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

PURCHASING DEPARTMENT: Shakeya Bennett  
Ph: 318.342.5208  
Fax: 318.342.5218

CONTRACT COORDINATOR: Christie Hemphill  
318.342.5176

RELEASE DATE: April 17, 2025

PRE-BID CONFERENCE: April 24, 2025

CONFERENCE/INSPECTION TIME: 10:00 a.m., Central Time

CONF/INSPEC MEETING PLACE: University of Louisiana at Monroe  
Physical Plant  
Conference Room  
501 Warhawk Way  
Monroe, LA 71209

**Failure to be represented at the mandatory pre-bid conference/on-site inspection tour shall cause rejection of the bid without further consideration.**

DEADLINE FOR INQUIRIES: 12:00 p.m., Central Time, May 1, 2025

BID OPENING DATE: May 15, 2025

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

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

**UNSIGNED OR LATE PROPOSALS WILL BE REJECTED**

## INSTRUCTIONS TO BIDDERS

### BIDDING PROCEDURES

All bids to receive consideration must be submitted on the form herewith provided by the Owner. Bids must be received in the Purchasing Department, Coenen Hall 140, 700 University Ave. at The University of Louisiana at Monroe on or before the time stipulated in the Advertisement of Bids.

### QUALIFICATION OF BIDDERS

The successful bidder will be required to submit copies of appropriate licenses and certificates before the contract is awarded. Failure to provide the requested documentation on a timely basis shall be deemed sufficient reason to reject the bid.

### PRE-BID SITE INSPECTION

Each Bidder shall visit the site of the proposed work and familiarize himself with all conditions. He shall carefully note all conditions under which he will be obliged to work in the performance of the contract, as no additional allowance will be granted because of lack of knowledge of conditions.

Each Bidder, by submitting a bid, represents that he has visited the site and is familiar with the conditions under which the work is to be performed. Site visits will be conducted at the mandatory pre-bid section. Arrangement for site visits may be made by calling ULM Physical Plant at 318.342.5176.

### BID WITHDRAWAL AND LATE BIDS

No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date. However, a written request (letter or telegram) for the withdrawal of a bid or any part thereof will be granted if the request is received prior to the specified time of opening. Formal bids, amendments thereto or request for withdrawal of bids or any part thereof received after time specified for bid opening will not be considered whether delayed in the mail or for any other cause whatsoever.

### RIGHT TO REJECT BIDS

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

### PRICES

Bid prices, unless otherwise specified, shall be net. Cash discounts will be considered and time will be counted from date of service at The University of Louisiana at Monroe, or from date correct invoice is received from Contractor, if latter date is later than date of service. All bids must be firm, free of any escalator clauses.

The prices bid must cover the furnishing of all materials, labor, tools, equipment, all required permit fees, and service necessary to execute the particularly designated contract work, in full conformity with specifications.

### CRITERIA FOR BID EVALUATION

Award will be given to the vendor with the lowest overall price meeting specifications which include price per building, price per square foot and hourly rates. Additional services rates will also be evaluated.

## GENERAL CONDITIONS

### TERMS

Work under this contract shall commence on or after July 1, 2025 and shall be continued for a period of one year ending on June 30, 2026. The terms of the Pest Control Contract may be extended by mutual agreement of both parties, year-by-year, for up to four additional years, not exceeding a 60-month period. Award and continuation of either/both contracts will be contingent upon action of the Louisiana State Legislature to appropriate funds for payment under the terms of this contract. If the Legislature fails to appropriate sufficient monies to provide for 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.

### PAYMENT

Payment by the University to the Contractor shall be based on actual service(s) rendered by the Contractor. The Contractor shall present to the University monthly an itemized invoice for service(s) rendered under this contract during the previous calendar month. Payment will be made by the University promptly upon verification of the accuracy of the invoice by the designated University representative.

### CANCELLATION

This agreement may be canceled by either party upon thirty (30) days written notice.

### AWARD OF CONTRACTS

If two or more State-resident bidders submit identical bids, a tossing of the coin will determine the awarded bidder.

Awards may not be made to any person, firm or company in default of any contract. Said person, firm or company shall be considered non-responsible bidders and may be reinstated and awards made to them only after they have given evidence of good faith and have satisfactorily completed their obligations.

### MATERIALS AND WORKMANSHIP

All materials shall be new and both workmanship and materials shall be of good quality. The Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials.

The Contractor shall at all times enforce strict discipline and good order among his employees, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him.

### ROYALTIES AND PATENTS

The Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular process or product of a particular manufacturer or manufacturers is specified, but if the Contractor has information that the process of article specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Owner.

### LAWS, ORDINANCES AND REGULATIONS

Any and all laws of the State of Louisiana, the parish or municipality that may apply to this contract shall be observed. Failure of the Contractor to acquaint himself with local requirements shall not relieve him of responsibility.

### PROTECTION OF WORK AND PROPERTY

The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect the Owner's property from injury or loss arising in connection with this Contract. He shall make good any such damage, injury or loss, except such as may be directly due to errors in the Contract Documents or caused by agents or employees of the Owner, or due to causes beyond the Contractor's control and not to his fault or negligence. He shall adequately protect adjacent property as provided by law and the Contract Documents.

The Contractor shall take all necessary precautions for the safety of employees on the work, and shall comply with all applicable provisions of Federal, State, and Municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the work is being performed. He shall erect and properly maintain at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workmen and the public and shall post danger signs warning against the hazards created by such features of repair.

In an emergency affecting the safety of life or of the work or of adjoining property, the Contractor, without special instruction or authorization from the owner, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury, and he shall so act, without appeal, if so authorized or instructed. Any compensation, claimed by the Contractor on account of emergency work, shall be determined by agreement or Arbitration.

#### CORRECTION OF WORK BEFORE FINAL PAYMENT

If the Contractor does not remove such condemned work within a reasonable time, fixed by written notice, the Owner may remove it and may store the material at the expense of the Contractor. If the Contractor does not pay the expenses of such removal within ten days time hereafter, the Owner may, upon ten days written notice, sell such materials at auction or at private sale and shall account for the net proceeds thereof, after deducting all costs and expenses that should have been borne by the Contractor.

#### CORRECTION OF WORK AFTER FINAL PAYMENT

The Contractor shall remedy any defects in furniture and equipment due to faulty materials or workmanship and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final payment, or from the date of the Owner's substantial usage or occupancy of the project, whichever is earlier, and in accordance with the terms of any special guarantees provided in the contract.

Neither the foregoing nor any provision in the Contract Documents, nor any special guarantee time limit, shall be held to limit the Contractor's liability for defects, to less than the legal limit of liability in accordance with the law of the place of building. The Owner shall give notice of observed defects with reasonable promptness.

#### THE OWNER'S RIGHT TO DO WORK

If the Contractor should neglect to prosecute the work properly or fail to perform any provisions of this Contract, the Owner, after three days written notice to the Contractor may, without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor.

#### OWNERS LIABILITY INSURANCE

The Owner shall be responsible for and at his option may maintain such insurance as will protect him from his contingent liability to others for damages because of bodily injury, including death, which may arise from operations under this Contract, and any other liability for damages which the Contractor is required to insure under any provision of this Contract. SEE ATTACHED INSURANCE FORM

#### ASSIGNMENT

Neither party to the Contract shall assign the Contract or sublet it as a whole without the written consent of the other, nor shall the Contractor assign any monies due or to become due to him hereunder, without the previous written consent of the Owner.

#### MUTUAL RESPONSIBILITY OF CONTRACTORS

Should the Contractor cause damage to any separate contractor on the work, the Contractor agrees, upon due notice, to settle with such Contractor by agreement or arbitration, if he will so settle. If such separate Contractor sues the Owner on account of damage alleged to have been so sustained, the Owner shall notify the Contractor, who shall defend such proceedings at the Owner's expense and, if any judgment against the Owner arise there from, the Contractor shall pay or satisfy it and pay all costs incurred by the Owner.



### SUBCONTRACTS

Contractor shall not subcontract any portion of this contract.

### USE OF PREMISES

The Contractor shall confine his apparatus, the storage of materials and the operations of his workmen to limits indicated by law, ordinance, permits or directions of the University and shall not unreasonably encumber the premises with his materials.

The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.

The Contractor shall enforce the University's instructions regarding signs, advertisements, fires and smoking.

### CLEANING UP

The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by his employees or work, and at the completion of the work he shall remove all his rubbish from and about the building and all his tools, scaffolding and surplus materials and shall leave his work "broom-clean" or its equivalent, unless more exactly specified.

In case of dispute, the Owner may remove the rubbish and charge the cost to the Contractor(s) as the Owner shall determine to be just.

### ORDER OF PRIORITY

In the event there is a conflict between the Instructions to bidders or Standard Conditions and the Special Conditions, the Special Conditions shall govern.

Any interpretation of the documents will be made by Addendum only, issued by the purchasing department, and a copy of such addendum will be mailed or faxed to each person receiving a set of the bid documents. The University will not be responsible for any other explanation of the documents.

### APPLICABLE LAW

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

### COMPLIANCE WITH CIVIL RIGHT LAWS

By submitting and signing this bid, bidder agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, Federal Rehabilitation Act of 1973, as amended, the Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, the Davis-Bacon of 1931, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

### SPECIAL ACCOMMODATION

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

### INDEMNITY

Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its

officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.

#### SIGNATURE AUTHORITY

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

#### **PLEASE CIRCLE ONE:**

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

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

#### CERTIFICATION OF NO SUSPENSION OR DEBARMENT.

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

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

#### E-Verify

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

#### FEDERAL CLAUSES, IF APPLICABLE

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

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

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

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

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



**The University of Louisiana at Monroe**  
Purchasing, Coenen Hall 140  
700 University Avenue  
MONROE, LA 71209-2250

INSURANCE REQUIREMENTS

WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE: The Contractor shall, before commencing any work to be conducted under this contract, procure Workmen's Compensation and Employer's Liability insurance with a limit of liability as required by the Labor Code of the State of Louisiana with an insurance company authorized to write such policies of insurance in the State of Louisiana. It shall be the further responsibility of the Contractor to require that all subcontractors have in full force and effect, a policy of Workmen's Compensation and Employer's Liability insurance before proceeding with any of the work required under this contract.

GENERAL LIABILITY INSURANCE AND AUTOMOBILE LIABILITY INSURANCE: Commercial General Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage and indicate on the Certificate of Insurance which of the following coverages is not included in the policy, if any:

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

BUSINESS AUTOMOBILE LIABILITY INSURANCE: Business Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverages:

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

The Contractor is to provide the owner with this signed statement of insurance preferably with the proposal. Otherwise, this statement is to be furnished before any work whatsoever starts at the site. Further, the owner reserves the right to require the contractor to furnish a certificate(s) of insurance from his agent(s) at any time before or during progress of the work.

**INSURANCE-STATEMENT**

This is to certify that we carry the Workmen's compensation & Employer's Liability Insurance & General Liability Insurance and Automobile Liability Insurance as outlined above with:

\_\_\_\_\_ Company(s).

Bid or Request for Quotation

SIGNED: \_\_\_\_\_

Number 50006-035 (2025/2026)

FIRM: \_\_\_\_\_

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

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

## INDEMNIFICATION AGREEMENT

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

Accepted by \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

Is Certificate of Insurance Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contract No. 50006-035 (2025/2026) for The University of Louisiana at Monroe

Purpose of Contract: PEST CONTROL SERVICE FOR THE UNIVERSITY OF LOUISIANA AT MONROE

**University of Louisiana at Monroe (ULM)**

***Annual Pest / Mosquito Control Contract  
Bid Specifications***

The University of Louisiana at Monroe (ULM) requests bids from licensed contractors to provide pest /mosquito control services to all facilities owned, leased, or rented by the University of Louisiana at Monroe (ULM).

1. **Contractor Qualification Requirements** -- Contractor shall submit a complete pre - qualification package to the University that addresses all contractor qualification requirements. The pre – qualification package shall be due to the University on or before Thursday, May 1, 2025 at 4:00 PM. Pre-qualification packages shall be mailed or hand delivered to the ULM Purchasing Department located in Coenen Hall Room 140, 700 University Avenue, Monroe, LA 71209. Fax or electronic submissions will not be considered for award. The pre – qualification package must address all requirements listed below:
  - a. Contractor shall be licensed and certified for pest control and mosquito control / abatement as required by the State of Louisiana Structural Pest Control Commission, Louisiana Department of Agriculture and Forestry, and all other applicable agencies. Please provide proof of license, registration, and / or certification.
  - b. Contractor shall not subcontract any portion of this contract. All work is to be performed directly by the contractor responding to this bid. Please provide a statement in the pre – qualification package acknowledging that no work shall be subcontracted.
  - c. Contractor’s employees must be properly trained and certified in the latest pest control practices and techniques. Each technician must be licensed appropriately. Contractor shall provide proof of license / registration for each employee and copies of training certificates that may be applicable. Contractor shall also provide a resume’ / biographical sketch for the main technician(s) and supervisor that will be responsible for the ULM account.
  - d. Contractor shall currently have a minimum of five (5) large commercial accounts (equal to or greater than 50,000 square feet). While having an established business location in the immediate area is not a requirement, it is recommended. Before award is made, the successful contractor shall agree to establish a presence in the immediate area. Please provide a sheet detailing each account and provide contact information for a reference for each account. The University may contact these references to verify the quality of each firm and ensure that they are in good standing with their clients.
  - e. Contractor shall either employ a board certified entomologist (BCE) or contract with a board certified entomologist (BCE) as a consultant. The board certified entomologist program is administered by the Entomological Society of America (<http://www.entsoc.org>). Please provide proof of certification as a board certified entomologist. Please provide the name and contact information, references, and a resume’ for this entomologist and if possible a brief employment / educational history for this person.
  - f. Contractor must be able to respond to emergency calls within a four (4) hour period. Please outline your firm’s procedures for notification and responding to the University in a timely manner.

- g. Contractor's employees shall maintain a neat, clean, and professional appearance at all times. Contractor's employees shall wear uniforms identifying the name of their company. The uniform shirt shall include the name of the employee or alternately the employee may wear an identification badge. The uniform shirt shall be worn tucked inside of the trousers at all times. Please describe in your pre-qualification package how your firm will address this requirement.
- h. Contractor shall be required to adhere to the University's tobacco free policy. A copy can be obtained at <http://ulm.edu/tobacco/>. Please provide a statement in the pre – qualification package acknowledging this policy.
- i. Contractor shall provide a complete list of all chemicals and materials that will be used to implement pest / termite control at ULM. The list should include type, brand, manufacturer, and anticipated quantity. Contractors shall note that if awarded the contract, they must provide material safety data sheets (MSDS) for all chemicals to be used at ULM. (It is not necessary to include MSDS in the pre – qualification package).
- j. Contractor shall provide a copy of their insurance certificate indicating proof of coverage as required in the insurance section of these bid documents.

**2. Mandatory Pre – Bid Meeting** – contractors planning to submit a bid **MUST** attend the mandatory pre-bid meeting throughout its entirety. The pre – bid meeting will be held on Thursday, April 24, 2025 at 10:00 AM in the ULM Physical Plant Building conference room located at 501 Warhawk Way, Monroe, LA 71209.

**3. Mandatory Site Visit** -- contractors planning to submit a bid **MUST** personally visit each facility prior to submitting a bid. Contractor shall be responsible for familiarizing themselves with existing conditions. Contractor is also responsible for verifying all dimensions, square footages, sizes, etc. To arrange a site visit, please contact the ULM Physical Plant at 318-342-5170. The University will make available floor plans to potential bidders, however, the University in no way warrants the accuracy of these floor plans. Contractors must verify all existing conditions. **MANDATORY** site visits may be conducted on the day of the **MANDATORY** pre-bid meeting.

**4. Inquiry Period** – all inquiries, requests for information, requests for clarification, etc. shall be made in writing to the ULM purchasing department. Inquiries may be faxed or emailed. Fax inquiries shall be sent to the ULM Purchasing at 318-342-5218. Email inquiries shall be sent to [rodgers@ulm.edu](mailto:rodgers@ulm.edu). Inquires will be accepted for a one week period following the mandatory pre – bid meeting. All inquiries are due to the University by 12:00 PM on Thursday, May 1, 2025. Any inquiry submitted after this time will not be responded to.

The University purchasing office will issue an addendum to address any and all inquiries, if required, by Tuesday, May 6, 2025. This will be the only official and binding response to any inquiry.

**5. Scope of Services** – contractor shall provide complete pest / mosquito control for all University facilities.

Pests shall include but not be limited to: mice, rats, gophers, moles, rodents, bats, pigeons, ants (all types and species including Pharaoh ants), flying insects (all types and species), silverfish, earwigs, flies, mites, gnats, wasps, hornets, fleas, bees (all types and species; including honeybees), spiders, crickets, termites (all types and species), all wood destroying insects / pests, mosquitoes, bed bugs (all types and species), and any other pests not described herein.

## 6. Methods and Procedures

- a. All work performed by the contractor shall be performed in accordance with all applicable laws, rules, regulations, etc. Any needed permits, licenses, etc. are the responsibility of the contractor.
- b. The contractor shall conduct a detailed site inspection of all facilities to determine an effective pest / termite control treatment plan. Contractor shall develop and submit to the University a detailed pest / termite control treatment plan. The plan shall outline how the contractor will treat each facility. The plan shall include a schedule outlining the anticipated dates and times that each facility will be treated. The plan shall also include names and contact information of the specific employees responsible for providing treatment to the University. The plan shall include material safety data sheets (MSDS) for all chemicals that will be used during treatment. The pest control treatment plan must be approved by the University prior to the contractor commencing any pest control activities. If during the contract period it is necessary for the contractor to deviate from this approved plan, they may only do so with the express written approval of the University. This plan shall be submitted to the University by the contractor within the first thirty (30) calendar days of the contract period.
- c. Contractor shall at a minimum treat each facility monthly for pest control. Contractor shall notify a University representative that is a building occupant at each facility if at all possible. The contractor shall ask this building occupant of any known pest problems. Each monthly treatment shall include preventative treatments applied to the interior and exterior of the building to prevent the infestation of any pests. Monthly treatments shall also target any existing pests and ensure that they are effectively exterminated. Contractor is responsible for moving any furniture, boxes, equipment, etc. that may be blocking an area that needs to be treated. If anything is moved contractor shall return these items to their original location / position unharmed in good condition. Each monthly treatment to the exterior of the building will include a ten-foot perimeter of the exterior grounds of each facility. The ten feet will be measured from the building's outermost edge.

Contractor shall inspect for pigeons, bats, and other nuisance birds at each facility during the monthly inspection. Specifically, the contractor shall check roofs, eaves, ledges, and attics (or the space above of the acoustical ceiling). These pests are to be removed by the contractor to the extent possible. If any of these pests are found contractor shall treat these areas with high viscosity detergents such as: Hot Feet, Roost No More, or other product of similar quality.

Contractor shall note that all University housing facilities are included in this contract. It will be mandatory that the contractor's technician be escorted by ULM maintenance personnel when any housing facility is treated. Contractor shall conduct routine service to housing during semester breaks and holidays for the students. This will ensure that a minimum number of residents are present. Contractor shall go into every housing unit with an escort from the University and shall treat all necessary areas.

During monthly treatments, the contractor shall provide the following services:

- i. On the interior of all facilities, the contractor shall provide liquid treatment with an appropriate pesticide in all cracks, crevices, etc. for preventative measures.
- ii. On the exterior perimeter of each facility, the contractor shall provide and apply both liquid and granular insecticides



- iii. The contractor shall apply broad spot treatment applications for any and all active pest sightings.
- d. Contractor shall provide mosquito control / abatement services for all land / property owned, leased, or rented by the University. Contractor shall ensure that all land is treated regularly to control mosquitoes. Chemicals shall be applied in the late evening or early morning when there is minimal activity on the campus to reduce direct contact of individuals with the chemical that is used. Contractor shall note that extra preventative treatments shall be required by the University prior to scheduled outdoor events including sporting events, receptions, parties, etc. Mosquito control / abatement services shall include but not limited to the following:
  - i. Contractor shall provide exterior ULV misting and thermal fogging
  - ii. Contractor shall apply larvacide to be placed in any standing water
  - iii. Contractor shall provide broad liquid application for flood water mosquitoes.
- e. Contractor shall provide bed bug treatments. Contractor shall inspect all facilities for bed bugs and shall treat these with insect growth regulators. Contractor shall use monitoring devices to complete future inspections.
- f. Contractor shall submit to the University a detailed report on a monthly basis outlining what treatment was applied to each facility. The report shall include if the presence of any pests that were observed during treatment. The report shall also include which materials/chemicals were applied and where these were applied. The report shall include the date and time of service and shall include the name and telephone number of the University representative notified of the treatment.
- g. If ULM personnel detect the presence of pests or termites between scheduled treatments, the contractor shall return and treat the problem. Contractor shall respond to this type of request within twenty – four (24) hours of receiving such request.
- h. All normal scheduled work shall occur between the hours of 7:00 AM to 4:30 PM Monday thru Thursday. Contractor shall be available for emergency call out at other times. Contractor must respond within four (4) hours to any emergency call out.
- i. Contractor is required to remove all pests as described in this contract even if their extermination is prohibited by law. One example is bees that produce honey. Although the contractor may not kill these bees, the contractor shall be responsible for hiring a beekeeper to safely remove the bees. Another example is bats. The contractor will be expected to remove any bats that enter facilities and should install devices to exclude the bats from entering again.

## **7. Pricing**

Pricing for all items shall be a complete, turnkey price and shall include but is not limited to: labor, equipment, tools, materials, supplies, insurance, permitting, taxes, shipping, etc. The University is requesting several different combinations of pricing below.



- a. Contractor shall submit a lump sum price per facility for **complete pest / mosquito control** for all ULM facilities listed in Appendix A. Please also include a square footage rate for any facility that might be added to the contract at a later date.
- b. Contractor shall submit a price for an hourly rate for any additional service not covered in the annual contract. Please provide an hourly rate for normal business hours, an after- hours rate, and a holiday rate. Contractor shall also provide a rate sheet for standard materials, chemicals, and supplies that may be used for additional services. One example of additional services would be spraying for wasps, flying insects, etc. at an outdoor stadium prior to an athletic event. The University will have needs for other additional services throughout the contract period.

#### **8. Invoicing / Payment**

- a. Contractor shall submit a monthly invoice for services rendered in the previous month. The invoice shall be submitted no later than the 10<sup>th</sup> day of the month. The contractor shall include all monthly written reports with the invoice.
- b. The University shall review monthly invoices and shall process for payment. Terms shall be Net 30 days.

#### **9. Contract Dates / Term**

- a. The initial contract shall be for the period of July 1, 2025, through June 30, 2026.
- b. Based on mutual agreement the Pest Control contract may be extended for four (4) additional 12-month terms, not to exceed a total of sixty (60) months.

## BID FORM

Bid For:     Pest Control Services for The University of Louisiana Monroe

I (we) propose to provide Pest Control Service in each of the buildings listed on the attached Schedule of Buildings, in accordance with the Specifications for Pest Control Services, including General Conditions. I have received Addendum NO. \_\_\_\_\_ and have included their provisions in my bid. I have examined both the Site (s) and the documents related to the work under this project and respectfully submit the following proposal:

Base Bid: I (we) will provide all labor, materials, equipment, and other devices required to treat all buildings listed on the attached form with invoicing and payment to be on a monthly basis after service is performed.

1.     LUMP SUM PRICE per facility for complete Pest Control treatment in all facilities listed on Bid Form below The University of Louisiana at Monroe campus.

\_\_\_\_\_ \$ \_\_\_\_\_

2.     Price per square foot for this service (to be used in case buildings are added or deleted).

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone/Fax Number Name (Typed or Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

The Bidder certifies that he meets all licensing requirements of this State and is duly and currently licensed under R.S. 37:2151-2163 of the State of Louisiana.

Name of Bidder: \_\_\_\_\_

Signed By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

NOTE: IF BIDDER IS A CORPORATION, WRITE STATE OF INCORPORATION UNDER SIGNATURE, AND SUBMIT A BOARD RESOLUTION SIGNIFYING SIGNATURE AUTHORITY.

IF A PARTNERSHIP, GIVE FULL NAMES OF ALL PARTNERS IN THE SPACE BELOW.

University of Louisiana at Monroe (ULM)  
Annual Pest/Termite Control Contract  
BID FORM—Price Per Facility for ULM Annual Pest Control Contract

State ID	ULM ID	Facility Name	Estimated Square Footage	Price for Annual Pest Control
8906	3815	3815 BON AIRE (TALENT SEARCH)	2,334	
28937	4502S	WATER SKI FACILITY	1,226	
15720	4508	PRESIDENT'S HOME	9,000	
1815	4709	4709 BON AIRE (SOCCER)	1,881	
28494	108D	108 BAYOU DRIVE (MURPHY TRI-PLEX)	3,193	
8880	905F	905 FILHOIL (CHILD DEVELOPMENT)	1,605	
10005	ACTC	ACTIVITY CENTER	88,610	
27444	4400	LAIRD WEEMS CENTER	9661	
8877	AUTO	AUTO SHOP	4,380	
8884	BAND	BAND BUILDING	17,772	
8893	BASE	BASEBALL STADIUM	30,887	
8862	BIED	BIEDENHARN HALL	39,725	
14212/16129	BIEN	BIENVILLE BUILDING & ANIMAL FACILITY (PHARMACY)	135,039	
8874	BRST	BROWN STADIUM	22,016	
8863	BRWN	BROWN HALL	82,750	
8864	BRY	BRY HALL	17,103	

State ID	ULM ID	Facility Name	Estimated Square Footage	Price for Annual Pest Control
8867	CALD	CALDWELL HALL	21,616	
8905	CNSB	CHEMISTRY AND NATURAL SCIENCE	92,500	
8943	COEN	COENEN HALL	16,338	
8881	COLM	EWING COLISEUM	99,271	
8890	CONS	CONSTRUCTION BLDG	17,552	
8861	FILH	FILHIOL HALL	16,208	
8878	GRND	GROUNDS DEPT	4,495	
8872	HANN	HANNA HALL	59,796	
13318	HMPH	HEMPHILL HALL	49,026	
8886	HERD	HEARD STADIUM	3,401	
14898	JPI1	HOUSING BUILDING #1	77,041	
14899	JPI2	HOUSING BUILDING #2	58,263	
14900	JPI4	HOUSING BUILDING #4	52,509	
L14137	JPI5	HOUSING BUILDING #5	53,784	
L14138	JPI6	HOUSING BUILDING #6	53,784	
L14139	JPI7	HOUSING BUILDING #7	59,034	
29069	HUB	THE HUB	22,850	
15719	TRAN	INTERMODAL TRANSIT FACILITY	607	
28752	3800N	INTERNATIONAL STUDENT CENTER	6,500	

State ID	ULM ID	Facility Name	Estimated Square Footage	Price for Annual Pest Control
12809	LIBR	UNIVERSITY LIBRARY	225,713	
8947	MA	MASUR HALL	77,629	
8887	MAST	MALONE STADIUM	57,995	
8953	MD	MADISON HALL	57,525	
8873	MTNC	MAINTENANCE SHOP	10,872	
8888	BPEV	BAYOU POINTE EVENT CENTER	40,516	
8891	NURS	NURSING BUILDING	61,304	
8954	OU	OUACHITA HALL	30,281	
8898	PCON	PROPERTY CONTROL W/H	4,040	
8930	PHTO	RESIDENTIAL MAINTENANCE OFFICE	2,192	
8876	PHYS	PHYSICAL PLT WAREHOUSE	12,000	
27623		PHYSICAL PLT STORAGE BLDG-NEW	1,200	
8871	SAND	SANDEL HALL	88,063	
8942	SCHZ	SCHULZE DINING HALL	18,413	
8899	SHED	MTNC EQUIPMENT SHED	2,848	
L01422	SHOP	AG MECH SHOP	10,500	
8866	STBS	STUBBS HALL	66,611	
14901	STHC-NEW	STUDENT HEALTH CENTER	6,780	
8883	STRS	STRAUSS HALL	62,164	



State ID	ULM ID	Facility Name	Estimated Square Footage	Price for Annual Pest Control
8940	SUB	STUDENT UNION BUILDING	90,504	
8882	SUGR	SUGAR HALL (FUTURE -- UNDER RENOVATION)	77,319	
8869	UHSE	UNIVERSITY HOUSE	3,664	
8941	STSC	CLARKE WILLIAMS STUDENT SUCCESS CENTER/TELEPHONE OFFICE	18,258	
8879	WALK	WALKER HALL	123,919	
14156	WMSB-B	WOMEN'S SOFTBALL COMPLEX	539	
14157	WMSB-C	WOMEN'S SOFTBALL CONCESSION STAND	1,583	
29073		WOMEN'S SOFTBALL LEADERSHIP CENTER	6,338	
27675	GOLF	WALLY JONES GOLF HOUSE	5,262	
TOTAL:			2,318,470	
Price Per Square Foot to Add a Facility to the Contract:				
Hourly Rate for Additional Services During Normal Business Hours:				
Hourly Rate for Additional Services After Normal Business Hours:				
Hourly Rate for Additional Services During Holiday Hours:				