



INVITATION TO BID

SOLICITATION FILE No.: 26004

TITLE: PEST CONTROL SERVICES (RENEWABLE CONTRACT)

BID SCHEDULE:

PRE-BID MEETING (in person): MONDAY, JUNE 16, 2025 10:00AM

DUE DATE/TIME (email only) : TUESDAY, JUNE 24, 2025 2:00PM

ZOOM BID OPENING: WEDNESDAY, JUNE 25, 2025 10:00AM

MEETING ID: 971 0826 1025 PASSWORD: 26004

SUBMIT BID TO:*

University of Louisiana at Lafayette
Office of Purchasing

ULLafayetteBids@louisiana.edu

To maintain the integrity of the bid process,
please **do not cc** any other University email
address when submitting your bid.

BUYER OF RECORD: Martina Howard

BUYER PHONE: (337) 482-1079

EMAIL: bidquestions@louisiana.edu

General Instructions to Bidders

1. Hard copies of sealed bids will no longer be accepted. All bids must be received electronically by the due date and time to be considered.
2. 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. The Purchasing Office is not responsible for any delays.
3. 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.
4. When bid is submitted by email, **the subject line must show the Solicitation/File No.** and submission 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 60 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.
10. **MANDATORY** bid requirements are detailed immediately following the Standard Terms & Conditions section.
11. **There will be a non-mandatory pre-bid meeting for this solicitation.**
12. Quantities 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.

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, Bidders may submit bids electronically to ULLafayetteBids@louisiana.edu. When 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 the Purchasing Office. Bids will no longer be accepted by mail or in person. 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 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 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 with the bid submission. 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/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

13. 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

The intent is to award this bid on an all-or-none basis 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 must be reviewed and approved by the UL Lafayette Office of Purchasing prior to awarding the contract. 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
Juneteenth	

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. *The successful bidder may be allowed to increase the unit price by up to 5% annually upon negotiation and agreement by both parties. Both parties must agree to any increase and/or 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 email 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. 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.

39. PRE-BID MEETING

A non-mandatory pre-bid meeting will be held at **10:00AM, Monday, June 16, 2025** at the Facility Management Department, Parker Hall, 310 E. Lewis Street, Lafayette, Louisiana, at which time details of plans and specifications will be discussed.

40. SITE VISIT/CONTACT INFORMATION

It is the responsibility of the prospective bidder to visit and examine the jobsite, take measurements to his/her own satisfaction and determine conditions under which work is to be done. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.

To visit jobsite and for further information, prospective bidder is to contact Jacques Dubois, 337-482-2001.

41. PIGGY BACK CLAUSE

University of Louisiana Lafayette is asking all responding vendors to indicate their willingness to extend the terms of resulting contracts, inclusive of price, to other Louisiana state agencies and/or universities. While this clause in no way commits any state agency and/or university to purchase from the awarded vendor, nor does it guarantee any additional orders will result, it does allow state agencies and/or universities, at their discretion, to make use of the University of Louisiana at Lafayette's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other state agencies and/or universities shall be understood to be transactions between that state agency and/or university and the awarded vendor. The University of Louisiana at Lafayette shall not be responsible for any such purchases.

42. FIREARM AND AMMUNITION

Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries: In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association;
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

The University reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

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 be an ORIGINAL signature** - not a typed/electronic signature. Documents signed in the DocuSign™ program are the only exceptions to this policy.

2. BID SHEET/FORM

The Bidder must submit bid on the form herein provided. The proposal must be signed in ink, and blank space(s) should be filled in for every applicable blank in the UNIT PRICE and EXTENDED TOTAL column. Items left blank will not be awarded to that bidder. It is not necessary to bid on all items. However, if you are not bidding on a particular item, or find a blank that is not applicable to your submission, write "NO BID" or "N/A" in the provided space(s). 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 listed.

3. CONTRACTOR QUALIFICATIONS

(1) List of at least five (5) commercial accounts serviced for pest control in the last twelve (12) months in the Lafayette metropolitan area, including all contact information requested in the table. (Complete all fields for each contact.)

(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.

- a. **REFERENCE LETTERS** - Two (2) letters of reference from current contract holders from listing above shall be supplied with the bid. Failure to supply this information shall be grounds for rejection of the bid.

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.

CONTACT INFORMATION

ELECTRONIC BID SUBMISSIONS (ONLY) *Do not email questions about the bid to this email address.*

ULLafayetteBids@louisiana.edu

Be sure to include the solicitation number in the subject line.

Do not send your submission to any other University email address.

QUESTIONS/CONCERNS ABOUT SPECIFICATIONS

bidquestions@louisiana.edu

Do not email bid submissions to either of these addresses.

To contact Purchasing by phone: 337.482.1079.

DEFINITIONS

Agent - The University's representative in the Facility Management who is referred to throughout these documents as singular in number.

Contractor - The person/company who contracts with UL Lafayette to perform the work as called for on these documents who is referred to as singular in number.

Owner - The University of Louisiana at Lafayette (UL Lafayette)

IMPORTANT NOTES:

- A. VENDOR BIDDING ANYTHING OTHER THAN EXACT GOODS/SERVICES SPECIFIED IN THESE SPECIFICATIONS IS TO SUBMIT DESCRIPTIVE AND ILLUSTRATIVE LITERATURE **WITH BID** FOR CONSIDERATION OF AWARD. FAILURE TO DO SO SHALL BE CAUSE FOR REJECTION OF BID.
- B. ALL PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLE GOODS OR SERVICES ARE RENDERED TO AND ACCEPTED BY THE UNIVERSITY OF LOUISIANA AT LAFAYETTE.
- C. IN THE EVENT OF EXTENSION ERRORS, THE UNIT PRICE ON THE BID FORM SHALL PREVAIL.
- D. THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ADHERES TO NET 60 PAYMENT TERMS. ALL OTHER PAYMENT TERMS MUST BE DISCLOSED **WITH BID**. BE ADVISED THAT STRICTER PAYMENT TERMS MAY BE CAUSE FOR REJECTION OF BID.
- E. 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.
- F. 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.
- G. BID SUBMISSIONS MUST DISCLOSE ALL FEES INCLUDING SHIPPING, HANDLING, FREIGHT, FUEL SURCHARGES, ETC.. NO ADDITIONAL FEES WILL BE ACCEPTED AFTER AWARD.
- H. FAILURE TO COMPLY WITH ANY MANDATORY REQUIREMENTS SHALL BE CAUSE FOR REJECTION OF BID.

The University of Louisiana at Lafayette is a tax exempt State Agency. 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. 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, and etcetera.

DETAILED SPECIFICATIONS

THE PURPOSE OF THIS SOLICITATION IS TO ESTABLISH A CONTRACT TO FURNISH LABOR, MATERIALS, PRMITS, 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 AT THE UNIVERSITY OF LOUISIANA AT LAFAYETTE IN LAFAYETTE, LOUISIANA AND SURROUNDING PROPERTIES AS SHOWN IN THESE SPECIFICATIONS JULY 1, 2025 THROUGH JUNE 30, 2026, WITH THE OPTION TO RENEW UP TO FOUR (4) ADDITIONAL TWELVE-MONTH PERIODS.

SCOPE OF WORK

Exhibit A – Scope of Services

1. Scope of Work

The Contractor shall furnish all labor, materials, tools, equipment, transportation, and supervision necessary to perform complete pest control and extermination services for roaches, fleas, ticks, silverfish, ants, pill bugs, earwigs, rats, mice, and other commonly occurring pests ("Services"). These Services shall include preventive treatments and reactive measures as necessary for effective pest management across all designated properties.

2. Chemical Use and Safety

All pesticides and chemicals utilized in the performance of this Agreement shall be approved for use by applicable regulatory agencies and shall not result in damage to any building surfaces, finishes, furnishings, fixtures, or property. Chemicals shall not cause harm or discomfort to humans or domestic animals. The Contractor is solely responsible for compliance with all applicable federal, state, and local laws and regulations concerning chemical usage and handling.

3. Treatment Areas and Frequency

Contractor shall perform pest control services on a monthly basis in and around each room, closet, hallway, and other interior space of each building, and along the perimeter of each building as specified herein. Any variation in frequency or method of treatment shall be governed by bid specifications and attached worksheets, if applicable. Baiting methods shall be used when deemed necessary by the Contractor or the University.

4. Rodent Control

Services related to rat and mouse extermination shall include baiting, trapping, and the use of exterior bait stations at each designated building. These stations shall be inspected and maintained monthly.

5. Crawl Space and Basement Treatment

All areas beneath buildings not constructed on concrete slabs, such as crawl spaces and basements, shall receive pest control treatment at a minimum of twice per calendar year, prior to the beginning of the fall and spring semesters.

6. Treatment Schedules

On a monthly basis or whenever requested by the 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.

7. Reporting Requirements

The Contractor shall prepare and submit a monthly service report for each treated building, including date and time of service, areas treated, type of treatment applied, and any observed pest activity. Reports must be submitted to Facilities Management with each invoice.

8. Access

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

9. Residential Housing – Routine Services

The Contractor shall perform full monthly inspections and treatments of the following residential properties:

Apartment Complexes

The Contractor shall treat each apartment unit during each scheduled monthly visit:

- **Randolph Hall**
 - 4 second floor apartments
- **Heritage Apartments**
 - Building #1 – 48 apartments, 169 beds
 - Building #2 – 43 apartments, 125 beds
 - Building #3 – 48 apartments, 132 beds
 - Building #4 – 48 apartments, 141 beds
 - Building #5 – 26 apartments, 82 beds
- **Cajun Village Apartments**
 - Buildings A through M – Total of 96 apartments
- **Legacy Park Apartments**
 - Caffery – 18 apartments, 36 beds
 - Callais – 30 apartments, 57 beds
 - EA Martin – 29 apartments, 71 beds
 - McCullough – 30 apartments, 57 beds
 - Roy – 18 apartments, 36 beds
 - Thibodeaux – 30 apartments, 82 beds
 - Trahan – 30 apartments, 72 beds
 - Voorhies – 30 apartments, 54 beds
 - Acadian – 18 apartments, 37 beds
 - Bancroft – 30 apartments, 74 beds
 - Denbo – 32 apartments, 72 beds

Dormitories

The Contractor shall treat every unit in each of the following dormitories monthly:

- Agnes Edwards Hall (2nd to 4th floors) – 270 units, 540 beds

- Baker Hall – 144 units, 460 beds
- Huger Hall – 146 units, 466 beds
- Bonin Hall – 141 units, 444 beds
- Coronna Hall – 138 units, 436 beds
- Harris Hall – 67 units, 130 beds

In the event that infestations or recurring pest activity are observed during monthly inspections, the Contractor shall notify the designated University Representative and initiate weekly follow-up treatments until the issue is resolved.

If the source of infestation is determined to result from occupant negligence or behavior, the Contractor shall notify the University Representative prior to issuing any additional charges. Such charges shall be billed separately.

10. Emergency Callouts and Response Times

The Contractor shall maintain sufficient staff and resources to respond to all pest control requests submitted by email, telephone, or work order. All non-emergency service calls shall be responded to within twenty-four (24) hours of notification and shall be included in the monthly service cost.

The Contractor agrees to be available to perform pest control services in residential areas on weekends and public holidays. The Contractor shall respond or discuss appropriate action with University Representative within two (2) hours of report. Failure to meet the two-hour weekend/holiday response requirement shall result in a penalty of \$100.00 per day per unresolved incident, unless otherwise excused by written agreement with the University Representative.

Emergency calls, including but not limited to reports of bites, stings, visible infestations, allergen issues, or pest carcass removal—must be addressed within two (2) hours of report. Failure to meet the two-hour emergency response requirement shall result in a penalty of \$100.00 per day per unresolved incident, unless otherwise excused by written agreement with the University Representative. This too shall be included in the monthly service cost.

11. Special Services (Price per event)

The Contractor shall also provide the following services upon request and shall submit a separate quote or invoice per incident:

- Extermination and/or removal of bees and beehives
- Trapping and removal of birds (e.g., pigeons, starlings)
- Trapping and removal of small animals (e.g., cats, raccoons)
- Extermination of bed bugs (must include treatment of all adjacent units)
- Extermination of fleas (pricing provided upon request)

COST PER BUILDING/EVENT BID WORKSHEET

SECTION 1-A: MONTHLY SERVICE - 12X PER YEAR

BID ITEM	BUILDING	ADDRESS	BLDG SQ. FT (Interior Gross)	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Aleta	1306 JOHNSTON ST	4176			
2	Alumni Center	602 E ST MARLY BLVD	11754			
3	Angelle Hall	601 E ST MARY BLVD	52383			
4	Hilliard Art Museum	710 E ST MARY BLVD	31431			
5	A Hayes Town Building	101 GIRARD PARK DR	3963			
6	Bank One	220 E ST. MARY BLVD	2629			
7	Billeaud Hall	410 E ST MARY BLVD	56578			
8	Brooks Street Annex	413 BROOK ST	18515			
9	ROTC	424 BROOK ST	9332			
10	Broussard Hall	240 HEBRARD BLVD	16322			
11	Buchannan Hall	111 BOUCHER ST	5998			
12	Burke Hawthorne Hall	231 HEBRARD BLVD	59929			
13	Campus Cupboard	210 E ST MARY BLVD	8639			
14	Day Care	160 E LEWIS ST	9250			
15	Dupre Library	400 E ST MARY BLVD	205151			
16	Earl K Long Gym	500 E ST MARY BLVD	25464			
17	Eckerd Building	1606 JOHNSTON ST	8639			
18	FG Mouton Hall	210 E UNIVERSITY AVE	32463			
19	Fletcher Hall	421 E LEWIS ST	81913			
20	Girard Hall	110 E UNIVERSITY AVE	22329			
21	Griffin Hall	141 REX ST	111493			
22	Guillory Hall	101 BOUCHER DR	1578			
23	Hamilton Hall	611 MCKINLEY ST	40226			
24	Hawkins House	213 AMELIA ST	4146			
25	Judice Rickels Hall	401 E ST MARY BLVD	8948			
26	Lee Hall	230 HEBRARD BLVD	15108			
27	Madison Hall	131 REX ST	106577			
28	Martin Hall	200 E UNIVERSITY AVE	45366			
29	Maxim Doucet Hall	1401 JOHNSTON ST	52351			
30	McLaurin Hall	140 BOUCHER ST	15447			

31	Montgomery Hall	300 E ST MARY BLVD	41894			
32	Moody Hall	210 HEBRARD BLVD	53948			
33	Mouton Hall	1411 JOHNSTON ST	17433			
34	OK Allen	220 HEBRARD BLVD	14312			
35	Oliver Hall	301 E LEWIS ST	57328			
36	Olivier Parking Tower - Credit Union and Transportation	619 MCKINLEY ST	7774			
37	One Acadiana	804 E ST. MARY BLVD	3829			
38	Parker Hall	310 E LEWIS ST	20444			
39	Randolph Hall	111 HEBRARD ST	10716			
40	Rougeau Hall	231 E LEWIS ST	92697			
41	Roy House	1204 JOHNSTON ST	4087			
42	Soulier House	1220 JOHNSTON ST	2328			
43	Stephens Hall	201 E ST MARY BLVD	23101			
44	Stokes Hall	311 E LEWIS ST	1847			
45	Student Union	620 MCKINLEY	176944			
46	Taft St. Garage	714 W TAFT	136137			
47	Tent Print Shop	214 E ST MARY BLVD	9626			
48	UL Foundation Building, Wilson house, and Annex	705 E ST MARY BLVD	60313			
49	Visual Arts Annex	250 E LEWIS ST	12051			
50	Welcome Center	1511 JOHNSTON ST	3415			
51	Wharton Hall	411 E ST MARY BLVD	131478			
52	Abdalla Hall	635 CAJUNDOME BLVD	51654			
53	Antoun Hall	439 ERASTE LANDRY	3752			
54	Cecil Picard Center	200 E DEVALCOURT ST	38449			
55	Early Childhood Lab	210 DELVALCOURT	2685			
56	NOAA – Learning Lab	646 CAJUNDOME BLVD	52220			
57	LITE Building	537 CAJUNDOME BLVD	51914			
58	Athletic Performance Center (APC)	202 REINHARDT DR	69420			
59	Bourgeois Hall	225 CAJUNDOME BLVD	142728			
60	Cajun Field Stadium	2351 W CONGRESS ST	47987			
61	Cox Building	201 REINHARDT DR	37770			
62	Creamery	2204 JOHNSTON ST	6068			
63	Culotta Tennis building	131 REINHARDT	1665			
64	Farm Store	200 COLISEUM RD	1904			
65	Intramural Sports Complex	500 COLISEUM RD	2206			
66	Ira Nelson Horticulture Center	200 COLISEUM RD	6081			

67	Moncla Indoor Practice Facility	202 REINHARDT DR	9838			
68	Louisiana Accelerator Center	320 CAJUNDOME BLVD	10244			
69	Grounds Shop (former print shop)	439 COLISEUM RD	11579			
70	Russo Park - locker rooms, concourse, stadium club, suites	201 REINHARDT	26233			
71	Lamson Park - locker rooms, concourse, suites	227 CAJUNDOME BLVD	7190			
72	Track and Soccer Facility and dressing room	110 REINHARDT, 115 REINHARDT	13805			
73	Whittington House	2250 JOHNSTON ST	3617			
74	Whittington Annex	2250 JOHNSTON ST	3662			
75	St. Mary 501	501 W St. MARY BLVD	107442			
76	St. Mary 601	601 W St. MARY BLVD	520134			
77	Lourdes HR	101 ST. THOMAS ST	3033			
78	CEET	703 THOROUGHFBREAD DR	14776			
79	Cade Farm (Research building, solar house, conservancy center, dairy supt. house, tenant dwelling, welcome center.	1234 W J BERNARD RD	8807			

TOTAL FOR SECTION 1A

COST PER BUILDING/EVENT BID WORKSHEET

SECTION 1-B: MONTHLY SERVICE - 12X PER YEAR

BID ITEM	Heritage Apts - (5) Buildings	ADDRESS	BLDG SQ. FT (Interior Gross)	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Building 1	110 E LEWIS ST	69129			
2	Building 2	110 E LEWIS ST	66808			
3	Building 3	110 E LEWIS ST	61140			
4	Building 4	110 E LEWIS ST	60221			
5	Building 5	110 E LEWIS ST	36345			

TOTAL FOR SECTION 1B

COST PER BUILDING/EVENT BID WORKSHEET

BID ITEM	SECTION 1-C: MONTHLY SERVICE - 12X PER YEAR					
	Cajun Village Apartments - (13) Buildings	ADDRESS	BLDG SQ. FT (Interior Gross)	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Building A	200 E LEWIS ST	6,968			
2	Building B	200 E LEWIS ST	6,968			
3	Building C	200 E LEWIS ST	6,968			
4	Building D	200 E LEWIS ST	6,968			
5	Building E	200 E LEWIS ST	6,968			
6	Building F	200 E LEWIS ST	3,477			
7	Building G	200 E LEWIS ST	6,968			
8	Building H	200 E LEWIS ST	6,968			
9	Building I	200 E LEWIS ST	6,968			
10	Building J	200 E LEWIS ST	6,968			
11	Building K	200 E LEWIS ST	6,968			
12	Building L	200 E LEWIS ST	6,968			
13	Building M	200 E LEWIS ST	6,968			
TOTAL FOR SECTION 1C						
COST PER BUILDING/EVENT BID WORKSHEET						
BID ITEM	SECTION 1-D: MONTHLY SERVICE - 12X PER YEAR					
	Legacy Park Apartments - (11) Buildings	ADDRESS	BLDG SQ. FT (Interior Gross)	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	ACADIAN	210 GIRARD PARK CIRCLE	17,238			
2	BANCROFT	210 GIRARD PARK CIRCLE	31,374			
3	CAFFERY	210 GIRARD PARK CIRCLE	17,091			
4	CALLAIS	210 GIRARD PARK CIRCLE	28,410			
5	DENBO	210 GIRARD PARK CIRCLE	31,374			
6	E A MARTIN	210 GIRARD PARK CIRCLE	31,374			
7	McCULLOUGH	210 GIRARD PARK CIRCLE	28,410			
8	ROY	210 GIRARD PARK CIRCLE	17,244			
9	THIBODEAUX	210 GIRARD PARK CIRCLE	31,374			
10	TRAHAN	210 GIRARD PARK CIRCLE	31,374			

11	VOORHIES	210 GIRARD PARK CIRCLE	28,410			
TOTAL FOR SECTION 1D						
COST PER BUILDING/EVENT BID WORKSHEET						
BID ITEM	SECTION 1E: BI-MONTHLY SERVICE - 12X PER YEAR					
	DORMATORIES	ADDRESS	BLDG SQ. FT (Interior Gross)	COMMENTS/NOTES	MONTHLY COST	ANNUAL COST
1	Agnes Edwards Hall	110 REX ST	91806			
2	Baker Hall	600 W TAFT ST	121,450			
3	Huger Hall	600 W TAFT ST	122,190			
4	Bonin Hall	410 E UNIVERSITY AVE	116,236			
5	Coronna Hall	400 E UNIVERSITY AVE	115,092			
6	Harris Hall	520 MCKINLEY ST	31,843			
TOTAL FOR SECTION 1E						

SPECIAL EXTERMINATION	ADDRESS	NOTES	PRICE PER EVENT	
Extermination and/or removal of bees and beehives	Campus wide	ESTIMATE 3-4 events per year		
Trapping and removal of birds (e.g., pigeons, starlings)	Campus wide	ESTIMATE 1-2 events per year		
Trapping and removal of small animals (e.g., cats, raccoons)	Campus wide	ESTIMATE 10-20 events per year		
Extermination of bed bugs (must include treatment of all adjacent units)	Campus wide	ESTIMATE 1-5 events per year		
Extermination of fleas (pricing provided upon request)	Campus wide	ESTIMATE 1-5 events per year	Quote upon request	

AUDITS

The University reserves the right to have representatives of the University and/or the State inspect the records maintained by the Contractor concerning the products and services described herein.

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 thirty (30) days after written notice if services are deemed unsatisfactory by the University.

BID PRICES ARE TO REMAIN FIRM THROUGH JUNE 30, 2026.

The successful bidder may be allowed to increase the unit price by up to 5% annually upon negotiation and agreement by both parties. Both parties must agree to any increase and/or extension, and a decision will be made at each twelve (12) month interval.

IMPORTANT NOTE: Please submit questions to bidquestions@louisiana.edu prior to end of business **June 17, 2025**. If necessary, clarifications/responses to questions will be addressed via addendum.

INSURANCE REQUIREMENTS

(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

SPECIAL HEALTH & SAFETY RELATED CONTRACT CLAUSES:

ADDITIONAL CONTRACTOR REQUIREMENTS AND LIMITATION OF LIABILITY

It is expressly understood and agreed by the parties that:

(a) CONTRACTOR shall not visit or utilize the facilities of University if CONTRACTOR (i) experiences symptoms of COVID-19, including, without limitation, fever, cough, or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19, and CONTRACTOR shall notify University immediately if he or she believes that any of the foregoing access/use restrictions may apply;

(b) University has taken certain steps to implement recommended guidance and protocols issued by the Centers for Disease Control ("CDC") and Louisiana Department of Health ("LDH") for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions, and distancing and sanitization requirements set forth herein, and that University may revise its procedures at any time based on updated recommended guidance and protocols issued by the CDC and LDH and CONTRACTOR agrees to comply with University's current and revised procedures prior to utilizing the facilities of University;

(c) CONTRACTOR acknowledges and agrees that, due to the nature of the facilities and the services CONTRACTOR is providing to University, social distancing of six (6) feet per person may not always be possible and CONTRACTOR fully understands and appreciates both the known and potential dangers of utilizing the facilities of University and acknowledges that use thereof by CONTRACTOR may, despite University's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death; and

(d) while University has instituted measures to sanitize common areas, CONTRACTOR shall be responsible for the daily sanitization of his/her personal workspace prior to and immediately preceding CONTRACTOR's use of the space. Under no circumstances shall University be liable to CONTRACTOR, or CONTRACTOR's personal representatives, assigns, heirs, and next of kin for any loss or damage, or any claim or demands on account of any property damage or any injury to, or an illness or the death of, the CONTRACTOR (or any person who may contract COVID-19, directly or indirectly, from the CONTRACTOR) whether caused by the negligence, active or passive, of University or otherwise while CONTRACTOR is in, upon, of about the premises or any facilities or equipment therein of University.

FORCE MAJEURE

Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in whole or partial performance under this Agreement when such failure or delay is caused in whole or in part by a "Force Majeure Event," which shall be defined as any event beyond the control of a party, including, but not limited to: labor disputes, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic, or government regulation, proclamation, order, or action; and in each case not involving the fault or negligence of a party. If any Force Majeure Event occurs affecting a party's performance under this Agreement, the affected party will give written notice within five (5) days of the occurrence of the Force Majeure Event to the other party and will use commercially reasonable efforts to minimize the impact of the Force Majeure Event. In the event of a Force Majeure Event resulting in a total or partial performance or service failure by either party, the University, in its sole discretion, may immediately terminate this Agreement. To the extent that services have been rendered and deemed acceptable by University, the service fee and other fees and charges payable by University hereunder shall be paid to the Contractor on a pro-rata basis. For those services which the Contractor is unable to perform under this Agreement as a result of such Force Majeure Event, University shall suspend all related payments until such services are restored.

END OF SECTION

BID SHEET

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 July 1, 2025 through June 30, 2026, with the option to renew for up to four (4) additional twelve-month periods, for the annual sum of...

1. SECTION 1A TOTAL: \$ _____

2. SECTION 1B TOTAL: \$ _____

3. SECTION 1C TOTAL: \$ _____

4. SECTION 1D TOTAL: \$ _____

5. SECTION 1E TOTAL: \$ _____

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

Company Name		Company Address	Contact Name	Phone Number or Email Address	Contract Date(s)	Ref. Letter Enclosed
ABC INDUSTRIES		321 First Street, Rayne, LA 70578	Jane Smith	337-555-6666	4/1/2024 to Present	YES
1						
2						
3						
4						
5						

BID SUBMISSION CHECKLIST

_____ Certification statement w/original signature	_____ Bid prices provided <u>on the bid sheet(s)</u> provided
_____ Certificate of Insurance*	_____ List of Five (5) Commercial Accounts
_____ Two (2) letters of reference	_____ Copy of License

BID SUBMISSION DEADLINE:

Bid submissions for this solicitation are **due on Tuesday, June 24, 2025 at 2:00PM CST** – must be received electronically at ULLafayetteBids@louisiana.edu. There are no exceptions to this deadline.

BID OPENING:

The public bid opening will take place on **Wednesday, June 25, 2025 at 10:00AM CST on Zoom**, which is available for viewing by registering at:

<https://ullafayette.zoom.us/meeting/register/ZqJMfrwvQzyFONI-li-qfg>

ZOOM MEETING ID: 971 0826 1025 PASSWORD: 26004

Opening of the bid packages begins at five (5) minutes past the hour to allow all who wish to attend to log in properly.

For further information about the bid or to view job/delivery site, prospective bidder is to email, bidquestions@louisiana.edu.

NET 60 payment terms.

Grand total listed is to be inclusive of all fees necessary to complete assigned deliverables.

The successful bidder may be allowed to increase the unit price by up to 5% annually upon negotiation and agreement by both parties. Both parties must agree to any increase and/or extension, and a decision will be made at each twelve (12) month interval.

PAYMENT OF TAXES

The University of Louisiana at Lafayette is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any other project.

ADDENDA ACKNOWLEDGEMENT(S)

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA (if applicable):

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

***In lieu of a certificate of insurance the following information will be accepted review until bid is awarded.**

Policy number	Name(s) and address(es) Carrier(s) and Agent(s)	Amount(s) of coverage	Type(s) of coverage	Effective date(s)

The actual certificate of insurance shall be due from the successful bidder within ten (10) days of request.

Bidder's comments: _____

By submitting your bid, you are acknowledging that you understand and agree that your company is capable of supplying the products and/or services in the timeline you have provided for the price(s) submitted in your bid.

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

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 Job 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: _____