

UNIVERSITY of NEW ORLEANS

INVITATION TO BID
YEARLY SERVICE CONTRACT

CUSTODIAL SERVICE – MAIN CAMPUS

(Upon Award for One Year – renewal up to 3 years)

Sealed Bid # BTB 2886

Bid Date: **JULY 24, 2025**

Bid Time: 2:00 p.m.

Mandatory Pre-Bid Conference:

Date: **JULY 16, 2025**

10:00 a.m. at the

Administration Building, Suite 112



THE UNIVERSITY *of*
NEW ORLEANS

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YEARLY SERVICE CONTRACT

CUSTODIAL SERVICE – MAIN CAMPUS

(Upon Award for One Year renewal up to 3 years)

PREPARED BY

UNIVERSITY OF NEW ORLEANS

PURCHASING OFFICE

Administration Annex Building Room 1004G

LAKEFRONT - NEW ORLEANS - LOUISIANA – 70148

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Administration Building, Suite 112

PURCHASING REPRESENTATIVE: Troy Bacino, Assistant Director
for Purchasing

Phone: (504)280-6172 E-mail: tabacino@uno.edu

UNIVERSITY REPRESENTATIVE: David Roach, Quality Control Manager

Phone: (504)280-6869 E-mail: drroach@uno.edu

Date: June 24, 2025

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INSTRUCTIONS TO BIDDERS

UNIVERSITY of NEW ORLEANS

INSTRUCTIONS TO BIDDERS

ARTICLE 1

YEARLY SERVICE CONTRACT TITLE AND BID OPENING DATE & TIME

- 1.1 Yearly Service Contract Title: **CUSTODIAL SERVICE – MAIN CAMPUS**

Bid Opening Date & Time: **JULY 24, 2025** at 2:00 p.m.

Location of Bid Opening:

University of New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each Bidder by making his bid represents that:

- 2.1.1 He has read and understands the Bidding Documents and his bid is made in accordance therewith.
- 2.1.2 He has visited the site and has familiarized himself with the local conditions under which the work is to be performed.

The Bidder is advised to carefully consider all University physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the University except as expressly permitted by the University in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.

Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to University premises.

Such examinations may be made only in the offices of the University Facility Services as part of the Mandatory Pre-Bid Conference.

- 2.1.3 His bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda.
- 2.1.4 His bid is not based on any verbal instructions contrary to the Bidding Documents and addenda.
- 2.2 The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.

ARTICLE 3

BIDDING DOCUMENTS

3.1 Copies

- 3.1.1 Complete Bidding Documents may be obtained from the University of New Orleans Purchasing Office.

The Bidding Documents consist of the Instructions to Bidders, the Bid Form, The Technical Specifications, the Drawings (if any) and all Addenda issued prior to bid opening.

These INSTRUCTIONS TO BIDDERS, including amendments and additions thereto, apply to each and every heading of the TECHNICAL SPECIFICATIONS with the same force as though repeated in full under each heading.

- 3.1.2 Complete sets of Bidding Documents shall be used in preparing bids; neither the University nor the Consultant assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 3.1.3 The University and/or its Consultant in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

3.2 Inquiries and Interpretation or Correction of Bidding Documents

- 3.2.1 All inquiries regarding these specifications shall be asked at the Pre-Bid conference or sent to the University Representative with a copy to the Purchasing Representative, each as identified on the Title Page of this Specification. Inquiries must be received at least seven (7) days prior to bid opening.
- 3.2.2 Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.
- 3.2.3 It shall be the Bidder's responsibility to make inquiry as to addenda issued. All issued addenda should be acknowledged on the Bid Form and shall become part of the Contract. Neither the University nor its Consultant(s) will be responsible for any explanation or interpretations of the Documents not covered by written, issued addenda.

The Bidder should acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda may render the proposal informal and may cause its rejection.

3.3 Substitutions

- 3.3.1 Any materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.
- 3.3.2 No substitution will be considered unless written request for approval has been submitted by the Contractor and has been received by the University Representative prior to beginning work.

Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included.

It shall be the responsibility of the Contractor to include in his request all changes required to the work if the proposed substitute is used. Approval, if granted, is given contingent upon Contractor being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved.

- 3.3.3 If the University approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

3.4 Addenda

- 3.4.1 Addenda will be mailed, delivered, electronically (email) sent or faxed to all Contractors in attendance at the mandatory Pre-Bid Conference or to all bidders if no mandatory Pre-Bid Conference is scheduled.
- 3.4.2 Copies of addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.
- 3.4.3 Addenda shall not be issued within a period of three (3) working days prior to the time set for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the three (3) working day period prior to the time for the opening of bids, then the opening of bids shall be extended exactly one week, without the requirement of re-advertising.
- 3.4.4 Each Bidder shall ascertain from the University of New Orleans Purchasing Office prior to submitting his bid that he has received all addenda issued, and he should acknowledge their receipt on the Bid Form.

ARTICLE 4

BIDDING PROCEDURE

4.1 Form and Style of Bids

- 4.1.1 Bids shall be submitted on the forms provided by the University.
- 4.1.2 All blanks on the Bid Form shall be filled in by typewriter or manually in ink.
- 4.1.3 Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.
- 4.1.4 Any interlineation, alteration or erasure must be initialed by the signer of the bid or his authorized representative.
- 4.1.5 Bidder should make no additional stipulations on the Bid Form nor qualify his bid in any other manner.

- 4.1.6 The bid shall include the legal name of Bidder and the bid shall be signed by the person or persons legally authorized to bind the Bidder to a Contract. A bid submitted by an agency shall have a current Power of Attorney attached certifying agent's authority to bind Bidder.

In accordance with R.S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the University. By signing this bid, the bidder certifies compliance with the above.

4.2 Submission of Bids

- 4.2.1 Bids shall be sealed in an envelope with the Bidding Documents and will be received until the time specified and at the place specified in these Bidding Documents. It shall be the specific responsibility of the Bidder to deliver his sealed bid to the University of New Orleans Purchasing Office at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason, including late delivery by United States Mail, or express delivery, shall disqualify the bid. The bid envelope shall be identified on the outside with the name of the project, and the address of the Bidder.
- 4.2.2 Bids shall be deposited at the designated location prior to the time on the date for receipt of bids indicated in these Bidding Documents, or any extension thereof made by addendum. Bids received after the time and date for receipt of bids will be returned unopened.
- 4.2.3 Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids.
- 4.2.4 Oral, telephonic, telegraphic, electronic (email), or faxed bids are invalid and shall not receive consideration. The University shall not consider notations written on outside of bid envelope which have the effect of amending the bid. Written modifications enclosed in the bid envelope, and signed or initialed by the Contractor or his representative, shall be accepted.

4.3 Modification or Withdrawal of Bid

- 4.3.1 A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594,F. which states, "Patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected, or bids may be withdrawn, if such correction or withdrawal does not prejudice other bidders, and such actions may be taken only to the extent permitted under regulations."
- 4.3.2 Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to the University of New Orleans Purchasing Office at the place and prior to the time designated for receipt of bids.
- 4.3.3 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

ARTICLE 5

CONSIDERATION OF BIDS

5.1 Opening of Bids

- 5.1.1 The properly identified Bids received on time will be opened publicly and will be read aloud, and tabulation will be made available to Bidders.

5.2 Rejection of Bids

- 5.2.1 The University shall have the right to reject any or all bids and in particular to reject a bid not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.

5.3 Acceptance of Bid

- 5.3.1 The Bid will be awarded on the basis of the lowest total cost as determined by the University.

ARTICLE 6

FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

6.1 Form to be Used

- 6.1.1 Form of the Contract to be used shall be furnished by the University of New Orleans Purchasing Office, in the form of a duly executed Purchase Order.

6.2 Discriminatory Practices

- 6.2.1 Discriminatory Practices: Both the University and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to ensure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.

6.3 Affirmative Action/Non-Discrimination

- 6.3.1 If the amount of the Bid exceeds \$10,000 the successful Bidder shall be required to execute the Equal Employment Opportunity Clause and Assurance of non-discrimination prior to the University entering into a contract. These documents will be in accordance with Chapter 60 of the rules and regulations. Office of Federal Contract Compliance, Equal Opportunity, U.S. Department of Labor

6.4 Payments

- 6.4.1 Contractor will be paid after each job is satisfactorily completed and upon recommendation of the University Representative.
- 6.4.2 Payment for services shall be made to the Contractor once a month after receipt by the University of an invoice (or invoices) by which the Bidder certifies, and the University agrees, that all the invoiced work was performed in accordance with the specifications.
- 6.4.3 All invoices should be submitted to the University's Office of Accounts Payable AND clearly indicate the Purchase Order Number assigned by the UNO Purchasing office. Invoices must be accompanied by a service ticket(s) or reference the service ticket(s) if the ticket(s) was already submitted to Facility Services. The service ticket must reference who requested the work, why the work was needed, and what work was performed. Lump sum invoices will not be processed. All work must be itemized and include a breakdown per the unit pricing and material markup, if applicable, per the bid.

6.5 Time

- 6.5.1 Contract Time: One (1) calendar year with the option to renew for two (2) twelve (12) month periods if mutually agreeable.
- 6.5.2 Escalation Clause

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The University reserves the right to approve or disapprove the price increase.

6.6 Termination

6.6.1 Termination for Cause

The University may terminate any contract entered into as a result of this ITB for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the University shall give the Contractor written notice specifying the Contractor's failure. If within Ten (10) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the University may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the University to comply with the terms and conditions of the Contract; provided that the Contractor shall give the University written notice specifying the University's failure.

6.6.2 Termination for Convenience

The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for work performed (monthly charges to be prorated), to the extent work has been performed satisfactorily.

6.6.3 Implementation of Termination

The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification (and be compensated for such work.

In the event of termination or reduction in the scope of work by the University, the University shall pay the Contractor for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Contractor's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work.

Upon termination as above, the Contract Administrator shall make final determination of the amount due the Contractor for work performed.

6.6.4 Termination by the Contractor

If, for any reason, the Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the University. In the event of termination by the Contractor, the Contractor shall be governed by the terms and conditions, and shall perform all work required by the specifications until the termination date.

6.7 Subcontractors

6.7.1 All subcontractors must be identified and approved in writing in advance by the University. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

6.8 Fiscal Funding

6.8.1 The continuation of any agreement entered into as a result of this bid past the current fiscal year 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 appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE 7

PRE-BID CONFERENCE

7.1 A Mandatory Pre-Bid Conference shall be held at the project site. Provisions for the site inspection are included as part of the Mandatory Pre-Bid Conference to be held in the Administration Building, Facility Services, Suite 112 at 10:00 A.M. on **JULY 16, 2025**. The Pre-Bid Conference shall also provide opportunity for a review of the Bidding Documents. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements of the Project and the intent of the Bidding Documents, and to receive comments and information from interested Bidders.

- 7.2 Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum issued in accordance with Paragraph 3.4.1 of the Instructions to Bidders.

ARTICLE 8

QUALIFICATIONS

- 8.1 Vendors/Contractors Bidding this contract shall have at least five (5) years demonstrated experience providing commercial janitorial/custodial service and three (3) currently successful contracts, maintaining a minimum of two hundred and fifty thousand (250,000) square feet of net cleanable area. All vendors should present references to confirm this experience on the Reference form.

ARTICLE 9

INSURANCE

- 9.1 The Contractor, prior to commencing work, shall provide at his expense, proof of insurance coverage with insurance companies licensed in the State of Louisiana. Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-:VI.
- 9.2 Insurance requirements are set forth in "Exhibit A" of these documents.

ARTICLE 10

FEDERAL & STATE CLAUSES FOR CONTRACTS

- 10.1 Federal clauses, if applicable
- 10.1.1 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.
- 10.1.2 Clean Air Act: For contracts over \$150,000, 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.
- 10.1.3 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 issues in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- 10.1.4 Clean Water Act: For contracts over \$150,000, 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.
- 10.1.5 Anti-Lobbying and Debarment Act: The contractor will be expected to comply with federal statutes in the Anti-Lobbying Act and the Debarment Act.

- 10.2 Prohibition of discriminatory boycotts of Israel in accordance with LA R.S. 39:1602.1 , the following applies to any bid with a value of \$100,000 or more and to vendors with five or more employees: by submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: in preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israel-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder has also not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.
- 10.3 Certification of no federal 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 "audit requirements in subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards" (formerly OMB Circular A-133).
- A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.
- 10.4 In accordance with Louisiana law, all corporations (see LA R.S. 12:262.1) and limited liability companies (see LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

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

- A. Worker's Compensation - Statutory - in compliance with the Compensation law of the State. Exception: Employers Liability is to be \$1,000,000 when work is to be over water and involves maritime exposure. (A.M. Best's rating requirement mentioned above is waived of workers compensation coverage only.)
- B. Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall show 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
 - 7. Explosion, Collapse, and Underground (XCU) Coverage
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:
 - 1. Owned automobiles
 - 2. Hired automobiles
 - 3. Non-owned automobiles

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

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specification.
- E. If at any time any of the policies shall become unsatisfactory to the University of New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the University of New Orleans, the other party shall obtain a new policy, submit the same to the University of New Orleans for approval and submit a certificate of insurance as required. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University of New Orleans may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

- F. All policies and certificates of insurance of the other party shall reflect the following:
1. The other party's insurer will have no right of recovery or subrogation against the University of New Orleans, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
 2. The University of New Orleans shall be named as an "additional insured" as regards negligence by the contractor. (ISO Form CG 20 10 11 85).
 3. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:
- The other party agrees to protect, defend, indemnify, save and hold harmless the University of New Orleans, 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 of destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of negligence of the University of New Orleans, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.
- H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.
- I. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University of New Orleans.
- K. Neither the acceptance of the completed work nor payment therefor shall release the contractor/subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.
- M. If any of the Property and Casualty insurance requirements (Exhibit A of B) are not complied with at their renewal dates, payments to the contractor/subcontractor may be withheld until

INSURANCE AND INDEMNIFICATION

those requirements have been met, or at the option of the University of New Orleans, the University of New Orleans may pay the Renewal Premium and withhold such payments from any monies due the contractor/subcontractor.

INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Worker's Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and approved by the University of New Orleans. At the option of the University of New Orleans, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University of New Orleans, its officers, officials, employees and volunteers; or the contractor

*****EXHIBIT A*****
INSURANCE AND INDEMNIFICATION

shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

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

1. General Liability and Automobile Liability Coverages

- a. The University of New Orleans, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no

special limitations on the scope of protection afforded to the University of New Orleans, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University of New Orleans, its officers, officials, employees, Boards and Commissions or volunteers.
- c. The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the University of New Orleans, its officers, officials, employees and volunteers for losses arising from work performed by the contractor for the University of New Orleans.

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the University of New Orleans.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-VI. This requirement will be waived for worker' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the University of New Orleans with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the University of New Orleans before work commences. The

*****EXHIBIT A*****

INSURANCE AND INDEMNIFICATION

University of New Orleans reserves the right to require complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

The _____ agrees to protect, defend, indemnify, save, and hold harmless the
{Contractor/Subcontractor/Lessee/Supplier}

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, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____, its agents, servants, and
{Contractor/Subcontractor/Lessee/Supplier}

employees, or any and all costs, expenses and/or attorney fees incurred by

_____ as a result of any claims, demands, and/or causes of action except
{Contractor/Subcontractor/Lessee/Supplier}

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.

_____ agrees to investigate, handle, respond to, provide defense for and
{Contractor/Subcontractor/Lessee/Supplier}

defend any such claims, demands, or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false or fraudulent.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for _____
State Agency Number and Name

PURPOSE OF CONTRACT: _____

BID FORM

BID DATE:_____

TO: The University of New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148-0001

PROPOSAL FOR: YSC – CUSTODIAL SERVICE – MAIN CAMPUS

Sealed Bid Number BTB 2886

THE BIDDER:_____

acknowledges receipt of the following

ADDENDA: No.____Dated:_____No.____Dated:_____

No.____Dated:_____No.____Dated:_____

THE BIDDER: hereby declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, d) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the University Purchasing Office and Facility Services.

REJECTION OF BIDS: The Bidder understands that the University reserves the right to reject any or all bids for just cause.

WITHDRAWAL OF BIDS: The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids except in accordance with the provisions of R.S. 39:1594,F. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

NAME OF BIDDER:

BY:

(signature)

(typed or printed)

TITLE:

ADDRESS:

DATED:

TELEPHONE NO:

() _____

FAX NO:

() _____

E-MAIL

<p align="center"><u>JANITORIAL SERVICES FOR UNO'S</u> <u>MAIN CAMPUS BUILDINGS</u></p> <p align="center">WORK COST BREAKDOWN</p>			
<p><u>Limited Scope – Provide eighteen (18) custodians and one (1) supervisor for custodial services per scope of work. All rates must include the cost of all materials, tools, equipment, etc. required to perform any task required.</u></p>			
<p><u>LABOR, MATERIALS & EQUIPMENT BASE BID \$</u></p>			
<u>LABOR CLASS</u>	<u>MONTHLY RATE</u>	<u>TOTAL YEARLY RATE (12 MONTH)</u>	
CUSTODIAL CREW – SUPERVISORS (1) & CUSTODIANS (18)	\$	\$	

<p align="center"><u>JANITORIAL SERVICES FOR UNO'S</u> <u>MAIN CAMPUS BUILDINGS</u></p> <p align="center">WORK COST BREAKDOWN – EXTRA WORK</p>			
<p><u>Hourly rates for custodial work which might be requested by the University which is outside of the scope of work. All rates must include the cost of all materials, tools, equipment, etc. required to perform any task required.</u></p>			
<p><u>LABOR, MATERIALS & EQUIPMENT EXTRA WORK \$</u></p>			
<u>LABOR CLASS</u>	<u>Up To 40 Hrs In One Calendar Week STRAIGHT TIME RATE (\$/HR)</u>	<u>Up To 40 Hrs In One Calendar Week OVERTIME RATE (\$/HR)</u>	<u>HOLIDAY (\$/HR)</u>
CREW SUPERVISOR	\$	\$	\$
CUSTODIAN	\$	\$	\$
SPECIALIZED LABOR ABOVE 10 FT.	\$	\$	\$
ON-SITE SUPERVISOR	\$	\$	\$
LABORER	\$	\$	\$

<u>JANITORIAL SERVICES FOR UNO'S MAIN CAMPUS BUILDINGS</u>	
WORK COST BREAKDOWN – EXTRA WORK	
<u>TRASH PICKUP – TRASH CANS THROUGHOUT CAMPUS – At least two (2) people must pick up trash on campus. One complete trash pickup of the campus refers to the complete picking up of all trash on campus. All containers will be emptied and liners will be replaced with rubber bands to secure liners once per week. .</u>	
Three (3) DAYS PER WEEK	\$ _____/Month
\$_____/ea. Trash pickup - Price to add or delete a single day (as described in section 02000 paragraph 10.3.1) of Trash Pickup on University Campus.	

Bid Award Model

70% - Monthly Rate

10% - Trash Pick-Up

20% - Hourly Rate for Extra Work including straight, overtime and holiday rates

REFERENCE FORM

BIDDER TO COMPLETE (ensure for each reference listed all blanks are complete).

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Company Name)</div>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div>(Contract Administrator)</div>
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ATTACHMENT A

MAIN CAMPUS BUILDING LIST (select buildings)

Building	Sq. Ft.
Administration	22,170
Administration Annex	22,125
Bicentennial Education Building	81,814
Biology Building	35,957
Chemical Science	56,810
Earl K Long Library	240,366
Engineering Building & Auditorium	136,973
Fine Arts Building	27,025
Geology-Psychology	70,958
Hotel, Restaurant & Tourism Bldg	18,604
Homer L. Hitt Alumni Center	21,056
Human Performance Center (HPC)	56,562
International Center	15,134
Kirschman Hall	136,082
Liberal Arts	114,687
Math Bldg	47,666
Oliver St. Pe' (TRAC)	28,876
Performing Arts Center	82,267
Recreation & Fitness Center	99,713
Science Bldg.	106,373
University Center	68,752
Total Square Footage	1,484,889

ATTACHMENT B

Paper, Soap & Liner Specifications

PAPER

Toilet Tissue Standard Roll Type:

1. 2 Ply
2. Sheet length 4.0 – 4.5 inches long. (Short sheets will not be allowed)
3. Sheets per roll = 500.

Toilet Tissue Jumbo Roll:

1. 2 ply
2. Roll Length shall be 1000 feet per roll
3. Sheet width shall be no less than 3.7" wide.

Hand Towel:

1. Must fit universal roll towel dispenser.
2. 800 feet per roll
3. Approximately 8" wide
4. Continuous, non-perforated

HAND SOAP

Foam Type:

1. The only soap approved for use is Renown Pink Lotion Foam Cleanser. #RENO2495. 1250ml per bottle

TRASH LINERS

Small Liners:

1. Must adequately fit trash container without falling into container.
2. Must be of adequate strength and durability to carry weight of disposed trash and minimize punctures.
3. Clear in color

Large Liners:

1. Must adequately fit trash container without falling into container.
2. Must be of adequate strength and durability to carry weight of disposed trash and Minimize punctures.
3. Clear in color

ATTACHMENT C

Required Cleaning Tools & Equipment – Minimal Specifications

The University expects the Contractor to provide an adequate and appropriate amount of supplies, tools and accessories, and equipment to meet the cleaning requirements as described in the scope of work and to facilitate efficient and productive use of Contractor personnel. The items listed below are not intended to identify all of the supply, tools, and equipment needs of the Contractor custodial staff but instead provide a minimal specification for selected items. The university retains the right to approve all products used by the contractor and to change the minimal requirements/specifications for product selection. This equipment items do not have to be on site but must be available to staff when work is scheduled.

Trash Liners

1. Must adequately fit trash container without falling into container. The University uses 33"x40" and 40"x48" liners.
2. Must be of adequate strength and durability to carry weight of disposed trash.
3. Must be a color other than clear. The University uses clear liners.

Wet Vacuum:

1. A wet vacuum must be on site at all times to respond to emergency situations.
2. Electric. Must be UL or ETL approved.
3. Have a minimum recovery tank of 16 gallons.
4. Equipped with either a fixed front squeegee or wand device.
5. Automatic overflow shut off switch.
6. Continuous use noise level must be below 90dBA.

Upright or Backpack Vacuum

1. Electric. Must be UL or ETL approved.
2. Continuous use noise level must be below 90 dBA.
3. Equipment must be equipped with wand accessory for use along baseboard, corners and edges.

Carpet Extractor:

1. Must be available when carpets are needed to be dried out for water leaks/flooding in case of emergencies.
2. Electric. Must be UL or ETL approved.
3. Continuous use noise level must be below 90 dBA.
4. Equipment must come equipped with a wand accessory for use in tight spaces.
5. Water lift must be at least 110 inches.
6. Recovery tanks capacity must be at least 16 gallons.

ATTACHMENT C

Required Cleaning Tools & Equipment – Minimal Specifications

Floor Dryer/Blower:

1. Must be available when carpets are needed to be dried out for water leaks/flooding in case of emergencies.
2. Electric. Must be UL or ETL approved.
3. Must move at least 1,500 cubic feet of air per minute.
4. Continuous use noise level must be below 90 dBA.

On Campus Transportation

1. Contractor is expected to keep employee downtime to a minimum by providing an appropriate and efficient means of transporting people, equipment and supplies to the various work sites on campus. It is strongly recommended that a vehicle such as a cargo van be permanently assigned to the campus for this purpose.

Tools and Accessories – See Attachment “D”

An adequate supply of tools and accessories are to be provided to the Contractor’s staff that will enable their employees to meet the cleaning requirements of the University as specified in Attachments “A” and “B”. The list below is not intended to be all inclusive.

1. Trash containers
2. Custodial carts
3. Mop Buckets with wingers
4. Wet mop handles, and mop heads
5. Dust mop handles, frames and heads
6. Dust pans
7. Brooms - warehouse and/or toy.
8. Dusting tools
9. Cleaning cloths
10. Spray bottles and trigger sprayers
11. Scrappers
12. Abrasive hand pads

Chemicals

1. Neutral floor cleaner for damp mopping.
2. Glass cleaner
3. Heavy duty cleaner for removing spots from walls, doors, desk tops, etc.
4. Graffiti remover

ATTACHMENT D

Required Cleaning Tools & Accessories – Minimal Requirements

The University of New Orleans expects the Contractor to provide their employees cleaning tools and accessories that will enable employees to efficiently and effectively meet the cleaning requirements specified in the scope of work. This list of tools and accessories are not intended to be an all inclusive list but instead provide a minimal specification for those tools and accessories listed below. Contractor tools and accessories should meet or exceed the following:

Trash Containers:

1. 44 gallon or larger Brute type trash container on casters and/or
2. Tilt trash cart.

Custodial Cart: (Optional)

1. Non metallic construction.
2. At least 2 swivel casters.
3. Bumper guards.
4. Fold-up bag support arm.

Mop Bucket:

1. Non metallic construction.
2. Non-marking casters.
3. 26 quart or greater capacity.
4. Two sides of bucket must have "Caution-Wet Floor" statement or approved graphics.

Wringer:

1. Down pressure type.

Wet Mop:

1. Cotton and/or synthetic fiber with looped-end strings.
2. 16 oz to 24 oz mop head.

Wet Mop Handle:

1. 60" or more in length.
2. Quick release type, mop head attachment.

Dust Mop Handle and Frame:

1. Handle to be 60" or more in length.
2. Handle to have swivel joint to attach to frame.
3. Frame to be appropriate size of job.

ATTACHMENT D

Required Cleaning Tools & Accessories – Minimal Requirements

Dust Mop Head:

1. Cotton and/or synthetic string.
2. Twisted loop construction.
3. Must attach to handle with swivel joint.

Dust Pan:

1. Non metallic construction.

Dusting Tool:

1. Lambs wool.
2. Extended handle.

Toilet Bowl Mop:

1. Synthetic fiber mops head.
2. Accompanying storage cup.

Spray Bottles & Sprayers:

1. Chemically resistant plastic.
2. Transparent or translucent.
3. At least 22 oz capacity with 1 oz gradients.
4. Properly labeled for contents.
5. Pistol-grip type sprayer with adjustable nozzle.

Swivel Pad Holder & Abrasive Pad (Doddle Bug):

1. Nonmetallic pad holder
2. Capable of 360 degree swivel.
3. Must accept screw-thread handle.
4. Handle length to be 60" or more in length.
5. Assortment of abrasive pads to accomplish cleaning tasks.

Scraper:

1. Small scraper with 1-2 inch blade for routine removal of difficult soil from floor.
2. Large scraper with 4-6 inch blade and 4 foot or longer handle for removal of floor finish and heavy soil in tight places.

ATTACHMENT E

UNIVERSITY OF NEW ORLEANS HOLIDAY SCHEDULE

(Days Contractor Does Not Perform Daily routine Cleaning Tasks)
(Contractor Can Schedule Project Cleaning Tasks On these Days With The Approval Of The
Facilities Representative)

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve through New Year's Day

Martin Luther King Day

Mardi Gras Day

Easter (Good Friday)

TECHNICAL SPECIFICATIONS

UNIVERSITY of NEW ORLEANS

SECTION 01000

GENERAL CONDITIONS

The general conditions of these specifications, including amendments and additions thereto, apply to each and every heading included in these specifications with the same force as though repeated in full under each heading respectively.

1.01 SCOPE

STATEMENT OF WORK

PURPOSE

This Statement of Work is intended to outline the services, materials and special items required to perform the custodial and housekeeping functions as described at The University of New Orleans' Main Campus. The successful firm shall be required to furnish 100% of all labor, materials, equipment, machinery, transportation, and other implements necessary to execute this custodial contract. The University reserves the right to increase or decrease the square footages/buildings at the time of the yearly contract renewal.

The Custodial Services Contractor will be required to provide a bid for restroom cleaning including providing all paper products, soap, and dispensers, cleaning all hallways and stairs, and emptying trash cans in all buildings designated on Exhibit E - Building List. The following tasks are specifically noted to be included in ordinary and normal custodial services:

- Internal windows, walls, and ceilings.
- Services are required for certain buildings (University Center, Library, and Recreation and Fitness Center.)
- One full-time custodial supervisor must be on site Monday through Friday. Full-time Supervisor should prioritize requested duties.

The University request to limit the number of custodial workers to 18 plus one supervisor to supervise and order material.

The Contractor will immediately notify the University when staffing falls below this level and shall keep the University informed until staffing returns to the requested levels. Contractor should demonstrate a proactive approach rather than a reactive one. Contractor should accommodate additional request within reason.

I. PERFORMANCE REQUIREMENTS

A. SPECIFIC SERVICES AND FREQUENCY

A summary of the cleaning requirements and frequency, are outlined in scope of work. It should be understood that it is not the intention to mention herein each and every minor item required. It shall be the responsibility of the Contractor to be familiar with good housekeeping procedures and practices and to perform same. The Contractor shall be familiar with the requirements of the various areas and shall have examined the premises and understand the conditions under which he will be obligated to operate. Services shall be performed between 7:00 am and end no later than 4:30 pm, Monday thru Friday excluding weekends and designated University holidays (see Attachment F) with the exception of the business days following Christmas Day (Dec. 25th) and prior to New Years Eve (Dec. 31st).

B. FLEXIBLE HOURS – EVENINGS AND WEEKENDS

Flexible hours to include evenings and weekend services are required for certain buildings as follows:

1. University Center
2. Earl K. Long Library
3. Recreation and Fitness Center

C. UNIVERSITY EVENTS, EXTERNAL EVENTS & OTHER PLANNED ACTIVITIES

There may be periods of heightened attention for services, which may include University Events, External Events, and other planned activities. Any of these requests from the University to the Custodial Services Contractor will be an extra service beyond the scope of work and should be handled as listed below.

1. Proper Billing Procedures – Contractor will provide estimate prior to work being performed.
2. Purchase Order must be approved and issued prior to work being performed.
3. Once work is performed, invoice should be sent to requesting department within 30 days.
4. Invoices shall be sent within the fiscal year the services were performed.

D. SERVICE CALL CENTER

The Custodial Contractor will work directly with the University's Call Center operated through the Central Plant Operator, Enfra Solutions. Enfra Solutions will funnel designated work orders through to the Custodial Services Contractor which will be responsible for creating, issuing, and being accountable for work orders as requests submitted for custodial work, trouble calls, and emergency situations and maintaining custodial stockroom inventory.

E. EQUIPMENT AND SUPPLIES

The Contractor will furnish all equipment and supplies necessary to accomplish all work tasks including toilet paper, sanitary bags, paper (roll) towels, hand soap, large and small trash liners. See Attachment "B", "C", "D" for further specifications.

All contractor furnished equipment shall be engraved or otherwise permanently identified so that ownership can be readily determined. All Contractor equipment shall be kept in good working order.

The University will furnish secured storage areas (i.e. Janitorial Storage Closets) for all Contractor's equipment and supplies and will be controlled by the Contractor. The University assumes no responsibility for equipment and supplies provided by the Contractor.

F. DUTIES AND TASKS SCHEDULE

1. See Attached schedules – Cleaning to be performed between 7:00 am and 4:30 pm Mon – Fri.

G. SPECIAL INSTRUCTIONS

1. Do not use any University equipment, office machines or supplies.
2. Do not remove any material, equipment, supplies, office machines, books, papers or furniture from any location without a work order except that material in wastepaper basket

or that which is clearly marked "TRASH". Do not remove any material identified as recyclable (in blue trash cans) or confidential.

3. Report to the University Representative or designee, any material found in wastepaper baskets such as books, office machines or unused supplies.
4. Report any broken furniture, missing or burned out lamps or broken glass to the Building Manager.
5. All trash containers will be kept in a clean and sanitary condition at all times.
6. Do not use any University equipment, refrigerators, microwaves, office machines or office supplies.
7. Report to the University Representative or designee, any graffiti found in restrooms, walls or any surface of buildings named in this contract.

H. CONTRACTOR PERSONNEL

1. Custodial Contractor's employees shall pass a criminal & security background check and drug screening at the Contractors expense on each employee prior to placement at UNO's campus,
2. All employees must have a valid driver's license from any state or pictured ID any of which will satisfy the requirement of identification. At a minimum the employee must meet all federal and state employment requirements.

II. PERSONNEL REQUIREMENTS

A. CUSTODIAL PERSONNEL

1. The Contractor shall provide a Project Manager, who shall be acceptable to UNO and named prior to services beginning. The Project Manager is required to be on-site within two (2) hours of notification from UNO, Contractor shall provide the University Representative the phone number of the Project Manager in case of emergencies. The Project Manager shall have full authority to act for the Contractor at all times to carry out the provisions of this Contract.
2. The Contractor, Contractor employees, Contractor visitors shall not use University equipment including but not limited to (computers, telephones, facsimiles, copier, printers, calculators, typewriters), except for phones use in cases of emergency and/or to respond to work requests from The University of New Orleans.
3. The Contractor shall provide trained qualified personnel in addition to the Project Manager to perform the work in accordance with the contract documents. The Contractor must at all times, when cleaning tasks are being performed, have at least one employee that can read, write and speak English. The Project Manager shall be knowledgeable of all the specifications of the contract and shall personally inspect the performance of the cleaning crew in all areas to assure that uniform first class workmanship is continually maintained. **The Contractor shall provide for substitutes for any custodians not present for work. The University shall not pay for work that is not performed due to absence, illness or poor performance.**

The University of New Orleans reserves the right to reduce payment whenever sufficient personnel are not available to perform the specifications in this contract. Should this

practice continue, this could be cause for termination of this contract. At any time an audit can be performed by the University Representative or designee to ensure compliance with the terms and conditions of this contract.

4. The University of New Orleans may request the Contractor to remove any employee for cause, including but not limited to: poor or non-performance of work, theft, abusive language or behavior, improper attire, in accordance with the terms and conditions of this Contract.
5. It is understood and agreed by the University and the Contractor that the Contractor is retained as an independent contractor and in no event shall any employee hired by the Contractor be or be considered an employee of The University of New Orleans.

6. Immigration Reform:

By this reference, all requirements to comply with the Immigration Reform and Control Act of 1986, as amended, regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, as amended, who will perform any labor or services under this contract are incorporated in this Invitation For Bid.

B. PERSONNEL QUALIFICATIONS AND REQUIREMENTS

1. All personnel used by the contractor for the performance of this work shall be properly trained and qualified to perform custodial services of the type and scope as described herein. The contractor shall provide evidence of qualifications for any personnel performing work under this contract upon request by UNO. UNO reserves the right to refuse to accept services from any personnel deemed by UNO to be unqualified, disorderly, or otherwise unable to perform the assigned work. "Written records of all training performed will be maintained by the contractor and subject to inspection and verification by the University Representative."
2. All custodial personnel shall be adequately supervised by one or more designated supervisors qualified and trained in directing custodial services of the type and scope as described herein. The Project Manager or a designated supervisor shall be available at all times to receive notices, reports, or requests from UNO. The Project Manager shall have a cell phone or an appropriate communication system so UNO personnel can contact him on a 24-hour basis so problems can be addressed and resolved.
3. The Contractor shall be responsible for acts of its employees and agents while on the University's premises. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons and property located on the University's premises. Contractors shall be responsible for all damages to persons or property caused by Contractor or any of its agents or employees. Contractor shall repair, in accordance with the specifications of the University, any damage that it or its employees or agents, may cause to the University's premises or equipment. On Contractor's failure to do so, the University may repair such damage and Contractor shall reimburse the University promptly for the cost of repair.
4. Contractor agrees that, in the event of an accident of any kind, Contractor will immediately notify the University Police Department and thereafter furnish a full written report of such accident to the University Police Department, the UNO Safety Office, and the University Representative or his designee.
5. The Contractor and its employees or agents shall have the right to use only those facilities of the University that are necessary to perform services under this agreement and shall

have no right of access to any other facilities of the University. Contractor's employees shall not use any equipment such as computers, printers, typewriters, radios, televisions, telephones, microwave ovens, refrigerators, desks, chairs, open drawers or cabinets located in the service areas.

6. The contractor, at the Contractor's expense, shall determine if any employee has been convicted of a felony. Due to the nature of research conducted in certain areas, convicted felons may be required to be removed from the workforce by the contract administrator or his designee. UNO reserves the right to have a security check on all contract personnel.
7. Neither the Contractor nor any of his employees shall perform any work outside the scope of this contract at the University facility other than that work which is defined herein. Specific exceptions to the provisions of this paragraph may be permitted by the University Representative or his designee.

III. CLEANING ACTIVITY SPECIFICATIONS

These specifications are given as a general guideline to establish a minimum quality of service for each cleaning activity. The cleaning activities are included in Attachment "A", "Cleaning Requirements and Frequency Schedule", and define the frequency of service required for each area.

A. GENERAL CLEANING

1. Pick-up Trash, bag and place in designated areas, leaving area neat and free of trash. All boxes must be collapsed prior to placement in dumpsters. Do not remove items which do not appear to be trash; leave items which appear to be placed purposefully (such as test papers, etc.), and leave or turn in items which appear to be lost (such as coats, books, notebooks, etc.).

B. HARD SURFACE FLOORS

1. Sweep using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the broom. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently to permit removal by sweeping.
2. Dust Mop using floor mops treated with a non-oily floor mop dressing. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened sufficiently to permit removal by dust mopping.
3. Damp Mop using a clean mop and clean water or neutral detergent. Prior to damp mopping, dust mop floors to remove loose dirt and dust. Damp mopping shall leave the floor clean and free of streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains, and traffic marks. There shall be no splashes left on walls, baseboards, furniture and other adjacent surfaces and floor shall be left damp, not wet. If strong cleaning solution is used, floor shall be rinsed with clean water.
4. Scrub & Disinfect: Scrub floor using a clean mop or other cleaning equipment and germicidal cleaner leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor and film. Sweep or dust mop floor prior to scrubbing to remove loose dirt and dust. Also, wipe base with a clean cloth or sponge and germicidal cleaner.

C. WALLS AND DOORS

1. Dust walls, moldings, door frames, and tops of doors using a clean cloth treated with a non-oily dressing to leave surfaces free of dust, loose dirt, and webs.
2. Spot Clean walls using a clean cloth or sponge and neutral detergent solution to leave walls free of marks, stains, and streaks.
3. Scrub and Disinfect walls, including incidental hardware, and vertical grills and louvers, using a clean cloth or sponge and germicidal cleaner, leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

D. FIXTURES AND FURNITURE

1. Empty Trash Cans, bag trash, and place in dumpsters.
2. Replace Trash Can Liners with liners compatible with trash can size.
3. Wash Trash Cans using a neutral detergent solution, (germicidal cleaner for restroom trash cans), leaving the trash can clean and free of odor.
4. Dust & Clean Light Fixtures using a clean dry cloth, or water and a neutral detergent if necessary, leaving surfaces clean of all dust, insects, and other foreign matter.

E. RESTROOM FIXTURES AND ACCESSORIES

1. Clean & Disinfect Toilet Fixtures including toilet bowls, urinals, sinks, etc., using a clean cloth, brush or sponge and a germicidal cleaner. (Do not use same cloth or sponge for toilet bowl and urinals for any other surfaces). Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, and wall and floor in the immediate area of fixture, leaving surfaces clean and disinfected, and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with a clean cloth after scrubbing.
2. Clean & Disinfect Toilet Accessories including dispensers, disposals, shelves, mirrors, partitions, etc., using a clean cloth or sponge dampened with a germicidal cleaner, leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning. Wipe all surfaces dry with a clean cloth and polish metal surfaces.
3. Replace Toilet Supplies as necessary to keep supplies from running out, including toilet paper and paper towels, hand soap, and sanitary napkin disposal bags.

F. GLASS

1. Clean Interior Windows and wipe dry leaving glass transparent and free of streaks and smudges. All dirt, grease, insects, and foreign material shall be cleaned from sashes, sills, jambs, and mullions.

IV. SPECIAL ITEMS

A LOSS OF UTILITIES, INCLEMENT WEATHER

In the event that the main campus should experience a loss of utilities that would prevent the Contractor from performing scheduled services the following guidelines will apply:

If the Contractor is informed by the University Representative or his designee 2 or more hours before the start of the shift that scheduled services cannot be performed due to a loss of one or more utilities then that day will be considered a loss service day and a corresponding deduction will be made to the monthly invoice amount.

If the Contractor is informed by the University Representative or his designee less than 2 hours prior to the start of the shift for that scheduled services cannot be performed due to a loss of one or more utilities then the Contractor, will be permitted to charge 25% of the day rate of service.

If a loss of utilities occurs once the Contractor is on campus and some services are not able to be performed then the Contractor will be permitted to charge the number of hours worked on campus or 25% of the daily rate for service whichever is more.

The following formula will be used to determine the daily rate of service:

Square footage serviced per month x (times) the rate per square foot/ (divided by) the projected service days per months.

B. UNIFORMS

All of the contractor employees shall be uniformed properly and be neat and clean in their appearance. All employee uniforms shall be the same design and color. The successful bidder should submit samples of all intended uniforms prior to award of contract. No changes may be made in the proposed uniforms without written notification to the University Representative. All contractor employees on University property shall possess and prominently display a company identification card. This identification card shall include a recent color photograph of the employee along with information identifying that employee as being authorized to perform services on the properties of the University of New Orleans. Each identification card shall have a number unique to that employee.

C. PARKING FOR CONTRACTOR'S EMPLOYEES

All employees of the Contractor shall be required to park in the parking lot designated as the Lafitte Village parking lot, area of the lot along Founders Road or as designated by Campus Police. There will be a one hundred thirty- one (\$131) dollar per year fee (or current rate) for each vehicle. The Contractor shall abide by UNO's Parking and Traffic Regulations. Parking rules and regulations are enforced 24 hours/day, 7 days/week.

D. SAFETY

The successful Contractor should submit his program for safety prior to award. This program should include the specific action he will take to train his employees in:

1. Safe work habits
2. Safe use of cleaning chemicals
3. Safe use of cleaning equipment
4. The use of equipment signs (in particular wet floor signs), barriers, or other devices, to protect the building occupants or equipment.
5. Recognizing hazardous or other materials that are not allowed for use in this contract.
6. The contractor shall maintain, in a readily accessible and conspicuous location, a Right-To-Know station containing SDS. Sheets for all chemicals brought on University property. A complete copy of all SDS sheets must be provided to the University Representative.

Upon the occurrence of any accident, the contractor shall complete and submit to the

University Representative the following report within twenty-four (24) hours of said accident: Loss Claim Office – Accident Report – Non-Employee. Forms may be obtained from the University Representative

In addition to the above, the Contractor is responsible for obeying all rules and regulations of any governing agency having jurisdiction.

E. SECURITY

The Contractor is responsible for training its employees in the security requirements of the University, and is responsible for enforcing the security rules of the University as they apply to its employees.

In addition to any other security rules and regulations, the Contractor shall inform his employees of the following:

1. No guns, knives, or other dangerous weapons are allowed on the premises.
2. No dangerous drugs, or other prohibited substances, including alcohol, are allowed on premises.
3. Contractor will be furnished keys and shall be held responsible for their use or misuse. The University Representative or his designee will furnish keys to the buildings when necessary. All keys remain the property of the University, and shall not be duplicated by the Contractor or his employees. All keys shall be returned to the Building Manager at his request. The Contractor will be liable for the cost of any keys not returned, for replacement keys, and for the cost of any re-keying of locks necessitated by loss of keys. The charge for lost or unaccountable keys is as follows:

Master Keys:	Rekey at Market Value
Sub-master Keys:	Rekey at Market Value
Building Keys (exterior doors):	\$100.00
A Single Key (to a single door):	\$ 50.00

4. No keys will be left in doors or on service carts. Keys must remain in the possession of the Assignee.
5. No Keys may be taken from the building.
6. All exterior doors must remain secure when entering or exiting the building. Exteriors doors are not to be propped open.

F. WASTE REMOVAL

All trash collected by the Contractor must be removed to areas designated by the contract administrator or designee.

G. NON-PERFORMANCE

No payment will be allowed the Contractor for man-hours worked on any job assignment under the following conditions:

1. The employee does not have the required equipment, supplies or materials as specified to perform the scheduled work.

2. The job assignment is not performed in strict accordance to specifications.
3. It shall be the responsibility of the Contractor to insure all custodial work requests or complaints are resolved and completed in a satisfactory manner. Facility Services will have the option to use an outside custodial vendor after three (3) written notifications have been given to the Contractor for unresolved work requests or complaints. The outside custodial vendor will be at the expense of the Contractor.
4. It shall be the responsibility of the Contractor to insure their custodians are available to perform additional work (see page 5 of the bid form) as needed, when required by Facility Services. The University will pay for these services according to the hourly rates provided by the vendor. Facility Services will use an outside vendor at the Contractor's expense when no employees are made available from the Contractor.

H. STORAGE SPACE

The Contractor shall store its supplies, materials, and equipment in storage areas and custodial closets designated by the University Administrator or his designee. The Contractor agrees to keep these areas neat and clean at all times in accordance with all applicable fire regulations. Also, cleaning equipment must be kept clean, in good repair.

I. REPORTING NEEDED REPAIRS

Contractor's employees/supervisors will be required to actively seek out and report to the Project Manager, any needed repair to the building, its furnishing, its fixtures, and its mechanical equipment, etc. within the area covered by this Contract.

J. AUDIT OF RECORDS

All records pertaining to the operations of this janitorial service shall be open for inspection and/or audit by the University, the Louisiana Legislative Auditor, Federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA during normal business hours at the Contractor's place of business for a period of five (5) years from the date of the last payment made under this contract.

K. CLEANING MATERIALS

The Contractor shall furnish all materials required to satisfactorily complete the cleaning task identified in Attachment "A" and any additional cleaning tasks that may be assigned under the additional hour provision.

Cleaning materials are identified as any and all items that are necessary to satisfactorily complete work as outlined in Attachments "A". They include but are not limited to equipment, tools and accessories, and chemicals. Certain cleaning materials must meet the minimum specifications/requirements identified in Attachments "B", "C", and "D". Cleaning materials that fail to meet the minimum specifications/requirements are prohibited from use at the University. Any equipment with inoperable, manufacturer installed safety mechanisms are also prohibited from use.

The Contractor shall provide a complete list of cleaning materials for use in the buildings. Any product found to be unsatisfactory shall be removed and correct product submitted for approval at no extra cost to the University. Supplies may be stored in bulk provided they are clearly identified. Any secondary container shall be marked for identification during use.

All Requests for additional services, outside the scope, shall be submitted to the contractor by the

University Representative or designee, only. Any request for services received by unauthorized personnel should be referred to the University Representative or designee. The University will not be responsible, financially or otherwise, for any services not authorized or otherwise approved in writing by the University Representative or designee.

L. PAPER, SOAP, AND TRASH LINERS

The Contractor shall provide toilet tissue, hand towels, hand soap, trash liners, and sanitary bags necessary to accomplish the cleaning tasks in the scope. These items shall meet the minimum specifications/requirements listed in Attachment "B".

Dual roll tissue dispensers and jumbo roll dispensers shall have no less than 1 full roll and 1 partial roll on its spindles. If a spindle is empty the Contractor will replace it with a full roll.

Hand towel dispensers shall be refilled when there is a thickness of 1" or less of hand towels on the roll.

Hand soap will be replaced when the dispenser is empty.

Trash liners in restrooms shall be replaced daily. Trash liners in areas other than restrooms or washrooms shall be replaced if the liner is soiled or torn.

V. TASK PERFORMANCE STANDARD

A. SWEEPING

Sweeping is defined as the removal of loose dirt, dust, debris and other foreign material through either manual or mechanized methods, as appropriate for the location and situation.

1. Standard: When properly completed a swept area will be free of all loose dirt, dust debris and other foreign material with no buildup in corners, crevices, under or around furniture parts. All items moved to remove dirt will be returned to their original location.

B. WET MOPPING

Wet mopping is defined as the removal of built up dirt, soil, liquids or other foreign materials from a floor using a cotton or similar yarn type mop and sufficient neutral detergent and water solution or neutral disinfecting detergent and water solution. This will include rinsing if required or recommended by the detergent manufacturer.

1. Standard: When properly completed a wet mopped floor will be free of all dirt, debris, soil, liquids or other foreign materials. It will present a uniform appearance free of streaks, smudges, heel-marks or any other marks which can be reasonably removed through this cleaning method. (All splash marks/spots on walls and furniture/fixtures must be removed for the proper completion of the wet mopping task). All items moved to accomplish this task will be returned to their original positions.

C. MACHINE SCRUBBING

Machine scrubbing is defined as the use of a mechanized scrubbing/vacuum machine to accomplish the same result as wet mopping for large areas such as halls, lobbies, auditoriums or similar large areas which would otherwise require extensive labor requirements to complete in a reasonable time period.

1. Standard: When properly completed machine scrubbing will be held to the same quality

standard as wet mopping.

D. DAMP MOPPING

Damp mopping is defined as the use of a cotton or similar yarn type mop which has been mechanically wrung/squeezed to remove excess solution for the purpose of removing light soil, dirt, liquid or other foreign material from a floor which does not require the complete mopping of the area or the area is not soiled sufficiently to require wet mopping.

1. Standard: when properly completed damp mopping will be held to the same quality standard as wet mopping.

E. SPOT CLEANING

Spot cleaning is defined as the removal of dirt, soil, debris, liquids, stains or other foreign materials from floors, walls, furniture, fixtures or other areas which can be accomplished by cleaning only the immediately affected area where the requirement of cleaning the whole area would not be necessary. Spot cleaning may be accomplished by any of the methods contained herein and as dictated by the circumstances of the soiling.

1. Standard: When properly completed, spot cleaning will remove completely any evidence of the soiling which necessitated the cleaning, and return the finish of the item/area affected to its pre-soiled condition without evidence of occurrence or cleaning.

F. DUSTING

Dusting is defined as the removal of laden airborne dirt, soil, lint, or other foreign material from furniture, fixtures, ledges, shelves, frames, walls and any other items which may accumulate airborne particles. Normal of low dusting is all levels up to and including six (6) feet in height. All high dusting will be all level above six (6) feet high.

3. Standard: When properly dusted items will be free of any laden airborne materials, streaks, and smudges. Laden airborne matter will be removed by either mechanical, chemical or manual means except that devices which merely displace or redistribute the matter, such as feather dusters, will not be used, unless treated to attract and hold the matter. All items moved to accomplish this task will be returned to their original position.

G. GLASS/WINDOW CLEANING

Glass/Window cleaning is defined as the removal of dirt, soil, smudges, fingerprints and other foreign material from glass windows, doors, partitions, or any other items which may consist in whole or part of a glass or similar material including mirrors. All chemicals or solutions used to accomplish this task must be approved by the University Representative.

1. Standard: When properly cleaned glass objects will be free of all dirt, soil, smudges, streaks, smears or any other substances which will interfere with the passage or reflectance of light rays as may be applicable to the particular object. All excess spray/solution must be removed from any surrounding trim or surfaces. Any items moved to accomplish this task must be returned as close as possible to their original positions.

H. TRASH/WASTE REMOVAL

Trash/Waste removal is defined as the collection and disposal of all materials which have been placed into appropriate containers dedicated for disposal. All boxes removed for disposal must be collapsed before placing in the dumpsters.

I. METAL CLEANING/POLISHING

Metal cleaning/polishing is defined as the removal of dirt, soil, fingerprints, smudges, streaks, water marks, scale and other foreign material from metal surfaces and fixtures.

1. Standard: When properly cleaned/polished with an approved non-abrasive cleaner/polish the metal surface will present a clean uniform appearance free from all dirt, soil, marks, smudges, streaks, scale, etc.

J. DISINFECTING

Disinfecting is defined as the removal or neutralization of material containing or supporting the growth of bacterial/viral organisms capable of causing infection in humans if untreated, through the application of an approved disinfectant by either manual or mechanical methods.

1. Standard: When properly disinfected surfaces shall be as free as possible of material containing living bacteria, viruses, or other contaminants capable of causing infections. Testing may be accomplished by the agency or through an independent testing facility.

K. CLEANING, GENERAL

Cleaning in general is defined as the removal of dirt, soil, stains, liquids, trash, refuse and any other foreign material from an item, fixture, or area and may include the process of disinfecting, if required by the University Representative.

1. Standard: When properly cleaned an area, fixture or item will be free of all dirt, soil, stains or other foreign material and will present clean, safe, healthful, and pleasant appearance.

L. FLOOR AND CARPET

The Contractor shall provide properly trained personnel to perform the following tasks.

1. FLOOR FINISHING – This activity shall include:

- a. Clearing areas of furniture and items that would interfere with the proper and thorough completion of floor finishing tasks. Excluded from this requirement are offices and areas where tenant furniture cannot be easily removed or shuffled.
- b. Floor finish processes such as:
Complete Finish removal.
Top Scrubbing
Detail cleaning of corners and baseboards.
- c. The application of multiple coats of floor finish.
Complete finish removal will require the application of 4 coats of floor finish. Top scrubbing will require the application of 2 coats of floor finish.
- d. Replacing the removed furniture to its original position.

2. FLOOR BURNISHING – This activity shall include:

- a. Proper preparation of the floor surface (dust mopping, damp mopping, removal of stuck on debris, etc.)
- b. Application of either an approved restorer product prior to burnishing or a coat of floor finish after burnishing.
- c. Using a high speed burnisher to polish the floor.
- d. Dust mopping the floor after burnishing.

3. CARPET CARE – This activity shall include:

- a. Clearing areas of furniture and items that would interfere with complete and thorough carpet cleaning.
- b. Removal of spots from carpet.
- c. Bonnet cleaning of carpets.
- d. Extraction of carpets.

M. **SPECIFIC ELEMENTS OF HOUSEKEEPING ROUTINE TASK PERFORMANCE STANDARDS**

The preceding tasks are general in nature and are not intended to eliminate specific elements of the housekeeping routine. However, the specific elements of the housekeeping routine will be judged against the general task description and standard.

1.02 QUALITY ASSURANCE

1. The Project Manager shall conduct Monthly Inspection tours with the University Representative or designee, and Building Manager and provide within twenty-four (24) hours of the inspection; a written report to the University Representative, in a format approved by the University representative (**UNO reserves the right to change the frequency of the inspections, as it deems necessary**). The Project Manager may also act as Supervisor, and be responsible for first-line supervision of all Contractor employees. (The Project Manager shall be knowledgeable of all the specifications of the contract and shall personally inspect the performance of the cleaning crew in all areas to assure that uniform first class workmanship is continually maintained.)
2. The contractor shall provide written copies of all inspections performed. These reports will assign a numeric quality rating for the individual areas inspected, as well as the overall state of the building based on the following rating criteria
 1. Unacceptable – Immediate correction required.
 2. Poor – Should be addressed at next routine cleaning.
 3. Acceptable – Minimum standards for cleanliness, health, and appearance met.
 4. Above Average – Minimum standards for cleanliness, health, and appearance met in all areas and exceeded in others.
 5. Excellent – Minimum standards for cleanliness, health, and appearance exceeded in all areas.

Areas will be rated after the following inspection criteria:

Restrooms/Showers – Clean and odor-free as defined below:

- Floor – free of soil and debris, grout clean.
- Walls & Ceilings – free of soil, grout clean.
- Fixtures – all surfaces free of scaling, soils, discoloration and odor free.
- Partitions – free of soil and graffiti.
- Bright-Work – shiny and free of mold and corrosion.
- Trash Receptacles – not overfilled, containing the proper trash liner, clean and odor-free.
- Shower Curtains - free of mildew & scum.
- Chrome Fixtures & Dispensers - free of soap scum and mineral buildup.
- Dispensers – free of soil and watermarks. Sufficiently filled with supplies (paper, tissue, soap).

Classrooms –

- Trash Receptacles – not overfilled, containing the proper trash liner clean and odor-free.

Offices –

- Trash Receptacles – not overfilled, containing the proper trash liner clean and odor-free.

Common Areas –

- Trash Receptacles – not overfilled, containing the proper trash liner clean and odor-free.

Hallways –

- Trash Receptacles – not overfilled, containing the proper trash liner clean and odor-free.

Entrance Areas –

- Trash Receptacles – not overfilled, containing the proper trash liner clean and odor-free.

1.03 SITE INVESTIGATION

Prospective bidders should visit the site to make measurements, review existing conditions, and if required, review the Building Plans on file in the Facility Services Office if the project warrants

same. A thorough understanding of the project per these specifications and/or accompanying drawings is imperative.

Opportunity for the site visit and inspection is provided under Article 7 of the "INSTRUCTIONS TO BIDDERS."

1.04 REVIEW OF DOCUMENTS

The Contractor shall carefully study and compare the field conditions, Drawings and Specifications and shall at once report to the University Representative errors, inconsistencies or omissions discovered.

1.05 PROJECT MEETINGS

If called by the University Representative, a Pre-Service Conference between the Contractor, his on-site representative and the University Representative will be held in order to clarify and direct University policy and specific items of concern as pertain to the Contract. Present a cleaning schedule conducive to the University's hours of operation(s).

Progress meetings will be scheduled at the discretion of the University Representative.

1.06 COORDINATION

Coordinate cleaning schedule with the Building Representative or designee so as not to interfere with the ongoing operation of the University. If for any reason, shut down of utilities is required on this project, it is imperative that the University Representative be consulted.

The facility will set up a log book to communicate cleaning deficiencies, cleaning request and project cleaning needs to the contractor. Contractor shall review log book daily and acknowledge receipt of request by initialing each entry in the log book. It is expected that the person reviewing the log book either has the authority or skill to complete the request or will promptly communicate the request to a proper authority within the Contractor's organization.

1.07 TRAFFIC CONTROL

Coordinate the schedule of delivery vehicles which will interfere with normal campus traffic. When deliveries are made from the street curb, provide sufficient properly attired and equipped flagmen to safely control and maintain the flow of traffic.

It is the policy of the University of New Orleans to provide full access to all disabled individuals in all areas possible. Because of this commitment, contractors, vendors or servicing agencies are cautioned to ensure that their staff is made aware of this commitment. When parking on the campus of this University, it shall be the responsibility of the contractor, vendor or servicing agency to ensure that no sidewalks or access ways are blocked at any time. If temporary blocking is required, the Contractor shall assume the responsibility for the safe transit of all disabled persons.

1.08 SAFETY

Provide sufficient signs to identify the work site (i.e. wet floor, be careful, etc.)

END

SECTION 13000

JANITORIAL SERVICE

PART 1 – GENERAL

1.01 SCOPE

A. DESCRIPTION OF THE WORK

Provide the materials, labor, equipment and site supervision necessary and reasonably incidental to the cleaning of select Main Campus buildings.

Duties of contract will be as follows:

Cleaning will be performed five (5) times per week, Monday through Friday, between the hours of 7:00 am and 4:30 pm. Floor work shall be performed after business hours to limit disruption to campus activities.

A. See Exhibit A for building listings.

CLEANING DUTIES

See Attachment A

B. BROCHURES, CUT SHEETS, AND TECHNICAL DATA

Before beginning work:

The Contractor shall furnish all chemicals necessary to perform the work in accordance with the Contract Documents. The Contractor shall use only those brands and types of chemicals meeting the specifications contained herein.

1. Brochures and Cut Sheets: Bidders will also submit any brochures and technical data sufficient to describe the products proposed for use in satisfying the terms of this contract.
2. Safety Data Sheet (SDS): Submit on substances and mixtures containing at least 1% hazardous chemicals which are proposed for use in satisfying the terms of this contract. Maintain one (1) copy of each of SDS at the site during the work.

No other chemicals of any brand or type may be used unless the Contractor has obtained written permission to change prior to use. If the University approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

1.02 QUALITY ASSURANCE

A. General

Comply with section 01000.

B. Applicable Standards

Latest edition of the following listed established standards constitutes part of these specification requirements.

1. Applicable Federal, State, and Municipal Codes and Requirements.
2. Underwriters' Laboratories (UL).
3. American National Standards Institute (ANSI).

1.03 PRODUCT DELIVERY, STORAGE, AND HANDLING

Deliver materials to the site in original, unopened packaging clearly marked to identify contents.

Store materials to protect from damage, moisture and exposure to the elements. Follow manufacturer's written storage instructions.

Do not use damaged materials and products.

1.04 JOB CONDITIONS

A. General

As shown on the Drawings.

PART 2 – PRODUCTS

2.01 MATERIALS

See Attachment B

END

SECTION 02000

MAIN CAMPUS TRASH PICK UP

The general conditions of these specifications, including amendments and additions thereto, apply to each and every heading included in these specifications with the same force as though repeated in full under each heading respectively.

1.1 GENERAL

1.1.1 Work Conditions- The contractor shall be responsible for promptly notifying the University if any conditions exist beyond the contractors control that are encountered which would adversely affect overall campus trash pick-up.

1.1.2 Furnishing Equipment- The contractor will furnish all necessary equipment to perform the scope of work.

1.2 WORK ACTIVITY

1.2.1 The University reserves the right to adjust work activity and areas noted within the contract.

1.3 CONTRACT PERFORMANCE

1.3.1 Level of Work- The contractor will be totally responsible for completing all work at an acceptable level or higher and continuously self-auditing his performance.

1.3.2 Satisfactory Level - The determination of acceptable work will be based on performance in accordance with the specifications and the satisfactory appearance of the campus at the judgment of the University Representative. Performance will be evaluated and corrections will be made, if required. All changes to the monthly schedule will be approved by the University Representative and provided to the contractor prior to each month. Work will be evaluated daily by the University Representative. All substandard work will be corrected immediately

2.0 INDEPENDENT CONTRACTOR

2.1 GENERAL

2.1.1 The contractor, shall furnish the following necessary and/or incidental items to complete the identified tasks and services in accordance with the requirements of this contract:

2.1.1.1 All necessary management personnel

2.1.1.2 All technical personnel

2.1.1.3 All general labor personnel

2.1.1.4 All required documentation

2.1.1.5 All materials, equipment (as stated in 5.0 and 5.1) and tools

2.1.2 The contractor shall perform this work in the capacity of an independent contractor. Subcontractors will be allowed to perform or complete work in this contract for the trash pickup portion of this contract.

2.2 ACCESS TO FACILITY

2.2.1 Removal from Site- The Office of Facility Services for the University of New Orleans shall have the right to require the contractor to remove from the premises such employees deemed incompetent, careless, or otherwise unsatisfactory for the performance of work.

2.2.2 Parking: All vehicles shall be clearly identified as belonging to the contractor. All vehicles must register with the University's Police Department.

3.0 NORMAL SITE OPERATIONS

3.0.1 Normal operations at Facility Services are Mon-Fri 7:00 a.m. to 4:30 p.m. However, trash-pick up work pertinent to this contract may be performed at any time during daylight hours.

3.0.2 Access to perform scope of work will be 7-days a week.

4.0 EQUIPMENT

4.0.1 The contractor will provide all equipment necessary to fulfill the contract .

5.0 MATERIAL

5.1 GENERAL

5.1.1 The contractor shall supply the necessary expendable commodity supplies necessary to complete all work identified in the scope of work. Commodity supplies include but are not limited to items such as trash bags, rubber liner holders

6.0 RESPONSIBILITY

6.1.1 The contractor shall be responsible for picking up trash throughout campus.

6.1.2 All spills of waste, chemicals, or hazardous materials must be immediately reported to the University Representative.

7.0 QUALITY CONTROL

7.0.1 The contractor shall report directly to the University Representative who shall be responsible for monitoring contract compliance and quality performance of this contract. The University Representative will interface with the contractor as well as on-site workers as needed to schedule periodic work, correct deficiencies and resolve recurring problems.

7.1 INSPECTIONS

7.1.1 The contractor shall, daily, inspect all work completed with the on-site University Representative.

7.2 PERFORMANCE

7.2.1 On-Site Supervisor specified by the contractor shall be fully familiar with the scope of work and systematically inspect and review on a continuous basis the various work activity

7.3 SAFETY

- 7.3.1 Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage. All contractor personnel, whose presence is required to perform this contract, shall be subject to the security and safety regulations and shall abide by these regulations in every aspect.

8.0 PROTECTION OF PERSONNEL AND PROPERTY

- 8.0.1 The contractor shall, at all times, provide adequate protection to safeguard the buildings, grounds, walkways, roadways, and all personnel and property on the premises from damage or injury. Any special instructions to the contractor from UNO to ensure such protection shall be immediately complied with in each and every instance. The contractor shall be responsible for any damage or injury to persons or property that may occur in the execution of the contract.

9.0 STATEMENT OF WORK

9.1 SITE CLEANUP

- 9.1.1 Trash pickup will consist all University Main Campus (except Privateer Place) picking up all refuse including but not limited to paper, plastic, trash, etc. Trash collectors should start no later than 7:00 a.m. and should sign in at the University Representative prior to beginning work and sign out upon completion of work. All trash and debris will be removed from all University Main Campus (except Privateer Place) including gravel parking lots. Trash pickup must be complete and thorough including all hedgerows and fence lines. This does not include the inside of any construction fences; however, the outside fence line must be clear of trash. UNO dumpsters will be available for contractor to use. Designated dumpsters will be made accessible for large items. **All prices quoted for trash pickup should include the emptying of all trash receptacles located on the University Main Campus at least once per week. Contractor must provide trashcan liners and rubber liner holders.**

A monthly price shall be provided for trash pickup, three (3) days per week (on Bid Form Page 4 of 5).

10.0 OTHER REQUIREMENTS

- 10.1 Uniforms: All contract personnel shall be required to wear uniforms with company patches or other identifying clothing which has to clearly identify the personnel as being an employee of the contractor. T-shirts with company logo are acceptable.

11.0 ADDITIONAL SERVICES

- 11.1 The University desires to receive pricing for additional services not specified in Paragraph 10, Statement of Work. If requested by the University, the contractor will perform these additional services and will be compensated in accordance with Bid Tabulation/Breakdown Sheets given on Bid Form page 6. Payment for these services will be in addition to the charges for those services described in Paragraph 10, Statement of Work.

END OF SECTION

DRAWINGS

UNIVERSITY of NEW ORLEANS



THE UNIVERSITY of NEW ORLEANS

Lake Pontchartrain

Lakeshore Drive

Levee Road

Founders Road

Harwood Drive

THE BEACH
AT UNO

Milneburg Road

Alumni Drive

St. Anthony

Ben Franklin
High School

Leon C. Simon Blvd.

Elvis Presley Fields Ave.

Franklin Ave.

Leon C. Simon Blvd.

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|--|--|
| 1. Administration Bldg. | 18. International Center |
| 1A. Administration Annex | 19. Kirschman Hall |
| 2. Amphitheater | 20. Lafitte Village |
| 3. Bicentennial Education Center | 21. Liberal Arts Bldg. |
| 4. The Commons | 22. Mathematics Bldg. |
| 5. Biology Bldg. | 23. Milneburg Hall |
| 6. Bus Stop | 24. Newman Center |
| 7. Central Utilities Plant | 25. North Central Plant |
| 8. Chemistry-Sciences Annex | 26. Oliver St. Pe Center (TRAC) |
| 10. Computer Center | 27. Performing Arts Center |
| 11. Earl K. Long Library & Privateer Enrollment Center | 28A. Pontchartrain Hall North |
| 12. Engineering Bldg. | 28a. Pontchartrain Hall South |
| 13. Facility Services | 29. Privateer Place |
| 14. Fine Arts Bldg. | 30. Recreation & Fitness Center |
| 15. Geology & Psychology Bldg. | 31. School of Hotel, Restaurant & Tourism Admin. Bldg. |
| 16. Homer L. Hitt Alumni Center | 32. Science Bldg. |
| 17. Human Performance Center/The Athletic Center | 33. The Cove |
| | 34. University Center |

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|--------------------------------|---|
| The Beach at UNO | |
| A. UNO Lakefront Arena | 35. Advanced Technology Center |
| B. Utilities | 36. Center for Energy Research Management |
| C. Maestri Field | 37. Lindy C. Boggs Conf. Center |
| D. Tennis Center | 38. Information Technology Center #1-4 |
| E. The NET Charter High School | |
| F. Beach Volleyball Facility | |

