

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

**INVITATION TO BID
TO
FURNISH JANITORIAL CLEANING CONTRACT SERVICE AT SELU SCHOOL OF
NURSING FACILITY 4849 ESSEN LANE, BATON ROUGE, LOUISIANA FOR
SOUTHEASTERN LOUISIANA UNIVERSITY**

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

DIRECTOR OF PURCHASING: Richard Himer

PROCUREMENT SPECIALIST: Monette Scott
Ph: (985)549-5324
Fx: (985)549-3810

CONTRACT COORDINATOR: Shane Purvis, Physical Plant
Ph: (985)549-3333 / Fx: (985)549-5053

ITB RELEASE DATE: April 2, 2026

CONFERENCE DATE: April 8, 2026--> **MANDATORY FOR ALL BIDDERS!**

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

CONFERENCE MEETING PLACE: SLU School of Nursing Building Lobby
4849 Essen Lane
Baton Rouge, Louisiana

Failure to be represented at the mandatory
pre-bid conference shall cause rejection of the
bid without further consideration.

DEADLINE FOR FAX INQUIRIES: April 9, 2026 **FAX 985-549-3810**

BID OPENING DATE: April 23, 2026

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

BID OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, LA

This ITB is available in electronic form at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. It is available in PDF format or in printed form by submitting a written request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Procurement LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

BID RESPONSE FORM

SIGNATURE CONSTITUTES ACCEPTANCE: Signature to the bid response form shall be construed as acceptance of the ITB in its entirety.

AUTHORIZED OFFICIAL: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

NOTE: Evidence of authority to submit the bid shall be required 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 a bid as reflected in the appropriate records on file with the Secretary of State; or (2) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity.. By signing the bid, the bidder certifies compliance with the above.

NOTE: All "BID RESPONSE FORM" pages to be included in the bidder's response

BID RESPONSE FORM**PART A - BATON ROUGE SCHOOL OF NURSING**

Contract Service	Per Unit	Calculation Factor	TOTAL
1. All Daily / Weekly / Monthly / Quarterly / Semiannual / Annual Specified Services	<u> </u> per month	Multiplied X 12	<u> </u>

BID RESPONSE FORM**OTHER BID PRICES REQUIRED**

Bidders shall be required to quote on the following janitorial services costs should a need arise in a University facility to perform work outside the scope of the contract work. Prices shall not be used in determination of the successful bidder, but should be reasonable charges in accordance with industry standards or pro-rated with prices quoted elsewhere in this bid.

1. Additional Clean-Up Cost (including supplies) = _____ per labor hour
The price shall indicate the applicable cost per labor hour (including supplies) should additional cleaning services (excluded are floor stripping and waxing) be required in any facility, e.g. clean-up following special functions. Bid price to be cost per labor hour.

Special functions shall be considered those activities that are of a nonrecurring nature in the facility and shall require immediate clean-up after the scheduled service hours stated herein or the one-time need for cleaning services in other facilities at the University. The Contract Coordinator or Building Coordinator shall be responsible for requesting these additional services.
2. Adding Building(s) Cost (including supplies) = _____ per square foot
This cost encompasses all requirements listed to provide additional daily/weekly/monthly/quarterly/semiannual/annual custodial services to the contract at a cost per square foot. Including but not limited to nights or weekends. The quoted cost will be used to add additional academic and administrative buildings.
3. Additional cost for Floor Stripping and Waxing = _____ per square foot
Charge to provide additional service for stripping and waxing beyond the scope of the contract work in this contract or in any facility not covered by this contract at a per square foot cost.
4. Additional cost for Floor Top Scrubbing and Waxing = _____ per square foot.
Charge to provide additional service for top scrubbing and waxing beyond the scope of the contract work in this contract or in any facility not covered by this contract at a per square foot cost.
5. Additional cost for Carpet Shampooing = _____ per square foot
Charge to provide additional service for carpet shampooing beyond the scope of the contract work in this contract or in any facility not covered by this contract at a per square foot cost.
6. *Additional cost for Window Cleaning = _____ per square foot
Charge to provide additional service for window cleaning, beyond the scope of the contract work in this contract at a per square foot cost.
*Includes those windows only accessed by special equipment, extension ladders, lifts, etc.
Upper level exterior windows shall be cleaned with the proper extension washer equipment or by other approved safe method acceptable and approved in writing by the Contract Coordinator.
7. Additional cost for Pressure Washing = _____ per square foot
Charge to provide additional service for pressure washing beyond the scope of the contract work in this contract or in any facility not covered by this contract at a per square foot cost.

BID RESPONSE FORM

8. After Hours or Emergency Call Outs = _____ = per labor hour
The charge to answer after hours or emergency call outs due to emergency situations, flooding, etc.

BID RESPONSE FORM

The following information to be included with bid response:

- I. EACH BIDDER TO FURNISH A LIST WITH THE BID RESPONSE of at least three (3) client contracts of 70,000 total square feet or greater for which the Bidder is currently providing janitorial services in good standing. Of these three (3), at least one (1) of the accounts listed must be at an athletic/fitness club, hospital, college or university in order to establish the vendor's experience in handling contracts similar to the one presented in this ITB.

This list should include the name of THE BUSINESS, THE ADDRESS, THE TELEPHONE NUMBER, A CONTACT PERSON and THE APPROXIMATE SQUARE FOOTAGE of the business. Pre-prepared reference lists should not be used to meet this section response.

<u>BUSINESS NAME/ADDRESS/CITY/STATE</u>	<u>TELEPHONE</u>	<u>CONTACT</u>	<u>SQ. FOOTAGE</u>
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1.

2.

3. College, University, Hospital, or Athletic/fitness Club Reference:

BID RESPONSE FORM

II. A complete list of cleaning chemicals to be used for daily, weekly, monthly, quarterly, semester break, semiannual, and annual cleaning. The products must be listed by name brand and supplier. At a minimum, this list shall include all products required under Equipment and Supplies to be provided by contractor. The Contract Coordinator in consultation with the successful vendor may add, delete or change products used.

CLEANING CHEMICALS TO BE USED

CLEANER	BRAND TO BE USED / SUPPLIER
1. Upholstery Shampoo	_____
2. Carpet/Rug Shampoo	_____
3. Floor Stripper	_____
4. Floor Wax/Finish	_____
5. Germicidal Cleaner	_____
6. Spot Stain Remover	_____
7. Gum Remover	_____
8. Toilet Bowl Cleaner	_____
9. Formica Cleaner	_____
12. Fiberglass Cleaner	_____
11. Furniture Polish	_____
12. Glass Cleaner	_____
13. Stainless Steel Cleaner	_____
14. Graffiti Remover	_____
15. Ceramic Tile Cleaner	_____
16. Wax Rejuvenator	_____
17. All-Purpose Floor Cleaner	_____
18. Baseboard Wax Remover	_____
19. Enzyme Cleaner	_____
20. Mildew/ Mold Remover	_____

BID RESPONSE FORM

List any additional cleaners to be used below:

- 1.
- 2.
- 3.

BID RESPONSE FORM

III. A. Toilet tissue and roll towels must fit in the current dispensers.

Please indicate brand of tissue to be used:

() Supply Works Renown, 2-ply, 4.5" x 3.75", 500 sheets/roll, white #06104-GS

() Comparable tissue offered:

_____ Submit Sample

() Supply Works Renown, 2-ply, 3.46" x 1,000'/roll, white #REN06101

() Comparable tissue offered:

_____ Submit Sample

** If bidding toilet tissue and roll towels that do not fit in the current dispenser, the current contractor must furnish and install new dispensers. This must be approved by the contract coordinator.

A. Instant Hand Sanitizer, if bidder will not be using Purell Instant Hand Sanitizer 1200 ml, 5456-04, the bidder is to provide a sample of comparable along with descriptive literature for the brand to be used. If the hand sanitizer does not fit in the current dispensers the contractor must furnish and install new dispensers.

Please indicate brand of hand sanitizer to be used:

() Purell Instant Hand Sanitizer 5456-04, capacity 1200 ml, Brand Purell, description Hand Sanitizer Refill, manufactures part number 5406-04, type refills.

() Other: _____

IV. List at least two (2) cleaning supplier references to establish good standing and ability to secure cleaning supplies upon demand. (Please include name, address, phone number, and contact person.)

Please list Cleaning Supplier References below:

BUSINESS NAME BUSINESS ADDRESS TELEPHONE CONTACT

- 1.
- 2.

BID RESPONSE FORM

V. CRIMINAL BACKGROUND CHECK PERFORMED

The safety and security of our students, faculty and staff is very important. Southeastern shall require the successful bidder to have diligently performed criminal background checks of all employees that the vendor will assign to work in Southeastern facilities. The following information shall be completed or furnished for further consideration as a provider:

Does or will your business conduct Criminal Background Checks of employees prior to hiring when assigned to work in Southeastern facilities (check one):

No; Signature _____

If marked "No", your business shall be considered non-responsive to this requirement, and not eligible for further consideration.

Yes; Signature _____

If marked "Yes", detail on the following page or attach information behind this page by reference your business's procedure to conduct criminal background checks of employees that will work in Southeastern facilities:

CRIMINAL BACKGROUND CHECK DETAIL INFORMATION: (See Number V above)

VI. CERTIFICATE OF AUTHORITY

The successful bidder shall furnish a photocopy of the company's authority to do business in the State of Louisiana pursuant to Louisiana Revised Statute 12:301. If proposer does not presently possess such Certificate of Authority, then the proposer should with urgency contact the Louisiana Secretary of State Corporations Division (225-925-4704) regarding application. Application process may take several weeks to secure certificate and time is of the essence.

BID RESPONSE FORM

BID GUARANTY - Required of Bidder in the amount of five percent (5%) of the Total Bid Price:

Attached is ___ a bid bond(*) or ___ a certified check or ___ a cashier's check in the amount of (\$_____).

(*) Bidder shall furnish a bid guaranty in the form of a bond from a surety or insurance company that is currently licensed to do business in the State of Louisiana. The bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 12 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide. A bid deposit in the form of a certified check or cashier's check made payable to Southeastern Louisiana University may be submitted in lieu of a bond.

PERFORMANCE BOND - Required of successful Bidder in the amount of fifty percent (50%) of the Total Awarded Price:

Bidder is to list the name, address (street/city/state/zip) & telephone number of the Louisiana licensed surety or insurance company that shall be used to furnish the required bonding if selected the successful Bidder. See below (*).

Name of Surety: _____
(Not the Agent Company)

Surety's Address: _____

Surety Telephone No.: _____

Agent Company: _____ Telephone No: _____

(*) The successful Bidder shall furnish a performance guaranty in the form of a bond from a surety or insurance company that is currently licensed to do business in the State of Louisiana. The surety or insurance company furnishing the performance bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 12 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide, or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds. If a performance bond has been required, the requirement cannot be waived, unless otherwise allowed by Louisiana statutes.

BID RESPONSE FORM

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

INSURANCE INFORMATION TO BE PROVIDED BY BIDDER

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

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

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

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

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

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

Agent Company: _____ Telephone No: _____

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

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

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

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

Agent Company: _____ Telephone No: _____

AUTOMOBILE LIABILITY \$1,000,000 MINIMUM COVERAGE

Name of Insurer: _____
(Not the Agent Company)

Insurer's Address: _____

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

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

Agent Company: _____ Telephone No: _____

INSTRUCTIONS TO BIDDERS

PURPOSE

This Invitation to Bid (ITB) sets forth the requirements and specifications of Southeastern Louisiana University / SOUTHEASTERN / University. The contents of this ITB and the Bidder / Vendor / Contractor's bid response shall become contractual obligations if a contract ensues. The bid and any resulting contract shall be governed under the laws of the State of Louisiana.

GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana 'Purchasing Rules and Regulations', and Louisiana Revised Statutes 39:1551-1738. These documents may be reviewed in the SOUTHEASTERN Purchasing Department or in the Linus A. Sims Memorial Library on the SOUTHEASTERN campus during regular business hours.

BID RESPONSE FORM

All bids shall include the bid response forms provided in the ITB. The bid response form must be signed by an authorized person of the bidding entity. Bid prices to be typewritten or in ink (no pencil). Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid. The F.O.B. point shall be the University unless specified otherwise in the solicitation.

CORRECTION OF MISTAKES

Erasures, write-overs, corrections or other changes in the bid are to be initialed by the Bidder. Failure to do so may result in rejection of the bid without further consideration.

NUMBER OF COPIES

THE ENTIRE ITB IS NOT REQUIRED TO BE RETURNED WITH THE BID RESPONSE. ALL BID RESPONSE FORM PAGES SHALL BE SUBMITTED WITH BID RESPONSE. The Bidder shall submit one (1) signed bid response form with any required information and the Bidder should submit five (5) photocopies of the original bid response. The Bidder shall be responsible for duplicating and retaining any bid forms and responses for personal record.

REJECTION OF BIDS

The University reserves the right to reject any and all bids, and to waive any informalities. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial or informal bids may be rejected.

SEALED BID

The entire proposal response shall be sealed. The name and address of the bidder shall appear on the outside of the proposal response envelope or container. The proposal response envelope/s or container/s shall clearly identify the bid and scheduled return date and time.

For example: Invitation to Bid For Janitorial Services
Due: 4:00 p.m., Central Time, January, 01, 2023.

BIDS BINDING

All formal bids shall be binding for a minimum of (60) calendar days and shall not be withdrawn after the specified return date.

BID CONFIDENTIALITY

All bid responses shall become a matter of public record at public opening. The University accepts no responsibility for maintaining confidentiality of any information submitted with bid response whether labeled confidential or not.

BIDS DUE

Bidders shall be responsible for the timely delivery of the bid by the ITB return deadline. Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bid response may be withdrawn by the Bidder upon written or fax request prior to the designated time for return of bids. Withdrawal notification must be by signature and received by the SOUTHEASTERN Purchasing Department prior to the designated deadline for return of bids.

DELIVERY OF BIDS

Each bid response shall be time recorded upon its delivery by Purchasing Department personnel. The Bidder or its agent may hand deliver the bid and the deliverer should request a written receipt of its delivery. Or the Bidder may deliver the bid by an express carrier securing the signature of the person accepting delivery. Or the Bidder may mail the bid by registered or certified mail return receipt requested.

The address for mailing bids: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

For hand delivered or express bids: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana 70402

BIDDER INQUIRIES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, authorized by the Director of Purchasing in Addendum form, shall be considered as valid. Telephone inquiries are discouraged. Inquiries concerning the administrative requirements of the ITB shall be submitted in writing and faxed to the Director of Purchasing.

Inquiries concerning the performance requirements of the ITB shall be submitted in writing and faxed to the Contract Coordinator for the respective facility with a copy faxed to the Director of Purchasing.

Inquiries shall be in written form and signed by the inquirer, and received no later than the time and date designated herein. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of Addendum to all known to have received a complete set of documents and posted to the Office of State Procurement LaPAC website.

AVAILABILITY OF FUNDS

Contract award shall be contingent upon the availability of funds to fulfill the requirements of the solicitation. The University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid response.

BID COST INCURRED

This solicitation does not commit the University to award a contract and the University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

BID GUARANTY

When specified elsewhere in the solicitation (bid response form), a bid bond, cashier's check, or certified check, made payable to Southeastern Louisiana University, for the amount specified, must accompany the bid response.

The bid guaranty shall be subject to forfeiture for failure on the part of the successful Bidder (a) to satisfy any bid requirements, or (b) to furnish any required performance guaranty or insurance verifications, or (c) to execute the contract within the time stipulated after official notification is made by the University.

The University shall have the right to retain the bid guaranty of all Bidders until either (a) the successful Bidder has satisfied all ITB requirements and the contract has been executed, or (b) all bids have been rejected. Only bid guarantees in check form will be returned to Bidders.

PERFORMANCE BOND

When specified elsewhere in the solicitation (bid response form), the successful Bidder shall furnish a Performance Bond in accordance with requirements outlined within ten (10) calendar days of official written notice (Notification of Award). Performance bond shall be made payable to Southeastern Louisiana University in the amount specified. If the contract is extended, then the performance bond may be required to be renewed for each successive contract term in force.

The bonds shall secure for the University the prompt and faithful performance of the Contractor in strict accordance with the contract.

QUALIFICATION OF BIDDER

The University reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the services. The Bidder shall furnish all information and data for this purpose as the University may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

SPECIFICATIONS

Whenever specifications indicate a specific brand, make or manufacturer, such specifications are used to denote the quality standard of product desired and do not restrict the Bidder to the specific brand, make or manufacturer named. They are used only to set forth and convey to the Bidder, the general style, type, character and quality of product desired. Equivalent products shall be acceptable if requested by the Bidder no later than the bid inquiry deadline and

written approval has been granted for the alternative(s) from the Contract Coordinator prior to bid opening.

TAXES

The Bidder shall include in his bid price all federal, state and local taxes of all kinds applicable to the performance of the contract. The University is currently exempt from State Sales and Use Tax and from parish and city taxes.

BID AWARD

The contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid.

MANDATORY REQUIREMENTS

ALL REQUIREMENTS STATED HEREINAFTER ARE TO BE CONSIDERED MANDATORY. FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION.

PRE-BID CONFERENCE / ON-SITE MEETING

A * MANDATORY * pre-bid conference shall be conducted for the benefit of all Bidders on the date and time specified on the cover of the ITB. Bidders shall assemble in the lobby area of the SLU School of Nursing Building on the date and time specified and the Bidder should allow sufficient time to participate in the entire conference. No other arrangements for an on-site inspection shall be made for any Bidder unable to attend on the date and time specified. Failure to be represented at the mandatory pre-bid conference shall result in rejection of the bid without further consideration.

BID PRICES

The prices bid shall be firm to cover all labor, equipment, materials, cleaning supplies, services, supervision, bonds, insurance, transportation and any other costs necessary to execute the designated services in full conformity with the Invitation to Bid. Prices shall include any applicable taxes that the University has not indicated as exempt previously herein.

STANDARD TERMS & CONDITIONS

ACCESS TO RECORDS

The Contractor agrees that the University and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the Contractor related to this solicitation and any resulting contract.

ACCIDENTS

The Contractor agrees that in the event of any accident of any kind and degree, the Contractor will immediately notify the University's Campus Police Department (985-549-2222) and thereafter furnish a full written report of such accident.

The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair, to the specifications of the University's Physical Plant Department, any damage that the Contractor, its agents or employees, may cause to the University's premises or equipment.

ASSIGNMENT

The contract or any portion thereof or any interest therein shall not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the University. Any attempted assignment under the contract shall be void and of no effect.

CONTRACT AGREEMENT

The Southeastern Purchase Order, the Invitation to Bid, the Contractor's bid response and the Contractor's performance guarantees shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

The Contract shall not be modified, altered, or changed except by mutual agreement through written change orders by the authorized representative of each party to the Contract.

CONTRACT EXTENSION

Based upon the mutual agreement of the successful Bidder and Southeastern Louisiana University, this contract may be extended for four (4) additional twelve (12) month periods (July 1 through June 30) at the same prices and terms.

"The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature at all times. If the Legislature fails to appropriate sufficient monies to provide for the continuation of a contract, the contract shall terminate on the date of the beginning of the fiscal year for which funds are not appropriated."

Written request for price changes after the initial or any subsequent renewal period must be in writing to the Purchasing Department. Any increase will be based on vendor's actual cost increase, as shown in written documentation. All requests for a price increase shall not constitute an increase in profit, and must contain data establishing or supporting an uncontrolled government or consumer price index increase as outlined hereafter.

Uncontrolled Tax Increase. In the event of a change in Social Security Administration taxes or federal or state unemployment taxes, or the imposition

of additional federal, state or local payroll taxes applicable to Vendor in connection with those concerned employees under the contract, the labor cost portion of the monthly, annual or other applicable amount will be adjusted based on actual documented changes in costs for concerned employees under the contract. In the event of a change in the federal, state or local minimum wage rates, applicable to Vendor with concerned employees under the contract, the labor cost portion of the monthly, annual or other applicable amount will be adjusted based on actual documented changes in minimum wage rates for those concerned employees under the contract. Any such adjustment will be effective beginning on the later of (1) the date such cost changes went into effect, or (2) the date Vendor notified University of the change.

Consumer Price Index Increase: If University elects to renew the Agreement beyond the Initial Term or any subsequent Renewal Term, the contract renewal will allow for a monthly, annual or other applicable amount increase not to exceed the percentage by which the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index, All Urban Consumers, U.S. City Average, All Items ("CPI-U"), Not Seasonally Adjusted, listed for the preceding twelve (12) months annual percent change. If the applicable CPI-U decreases, then the monthly, annual or other applicable amount for the additional Renewal Term will remain the same without increase or decrease in prices.

BUILDING CLOSURE/ELIMINATION

If an entire facility/building is closed or eliminated from the contract during the contract term, the University will endeavor to provide the contractor with thirty (30) days written notice. The contract for the closed facility/building will not be performed nor invoiced by the contractor.

COPYRIGHTS AND PATENTS

The Contractor shall indemnify and hold harmless the State, the University, its officers, agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract of which Contractor is not the patentee, assignee, or licensee.

DISPOSAL OF NON-HAZARDOUS MATERIALS

The Contractor shall at all times keep the premises free from accumulations of trash, waste materials and debris caused by its employees or its operations. Removal of all trash, waste materials and debris generated by operations shall be disposed of in receptacles provided at designated locations.

HAZARDOUS WASTE GENERATION

In the event the Contractor produces "a hazardous waste" as defined by the Department of Natural Resources Hazardous Waste Division of the State of Louisiana, then the Contractor shall be designated as the "generator" of such waste. The liability of hazardous waste disposal shall rest with the Contractor and not the University.

EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall be an equal employment opportunity employer. The Contractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, sex, sexual orientation or in any manner prohibited by law.

PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

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

FORCE MAJEURE

Both parties agree that, if by reason of strike or other labor disputes, civil disorders, inclement weather, acts of God, or other unavoidable cause, either party is unable to entirely perform its obligations, such performance shall not be considered a breach of the contract.

GOVERNING LAW

The contract, and all matters or issues related to it, shall be governed by and shall be in accordance with the laws of the State of Louisiana. If any provision of the contract, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the contract or the validity or enforceability of the contract.

INDEMNIFICATION AGREEMENT (HOLD HARMLESS)

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

INDEPENDENT CONTRACTOR

All of the Contractor's employees furnishing or performing services under the contract shall be deemed employees solely of the Contractor and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the University. The Contractor shall perform all services as an independent Contractor and shall discharge all its liabilities as such. No acts performed or representations made, whether oral or written, by the Contractor with respect to third parties shall be binding on the University.

INSPECTION OF FACILITIES

The Contractor should visit the site of the proposed service, inspect the site, utilities, equipment and particularly familiarize himself with the difficulties and restrictions regarding the execution of the proposed service. No additional allowance shall be granted to any Contractor because of lack of knowledge of conditions.

INSURANCE

The Contractor shall procure and maintain for the duration of the Work 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. See specific requirements regarding insurance elsewhere in the ITB.

The insurance afforded by this policy shall not be suspended, voided, cancelled, 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.

KEYS

The Contractor shall be responsible for all keys issued to him. In the event of loss of any keys, the Contractor shall reimburse the University in whole or in part to correct any breach of security in the facility or facilities. The University reserves the right to hold or deduct any costs from payments due the Contractor to ensure reimbursement for the security breach caused thereby.

LAWS

The Contractor shall comply with all applicable laws, ordinances, and regulations of the local, state, and federal government in the performance of the contract.

The Contractor shall be responsible for strict compliance with all applicable local, state and federal laws concerning fair employment, minimum wage and equal opportunity practices.

LIENS

The Contractor shall at all times keep the University free and clear from all liens asserted by any person, firm, or corporation for any reason whatsoever, arising from the furnishing of services (whether for services, work, labor performed, or materials or equipment purchased) by the Contractor pursuant to the terms of the contract. If any such lien shall at any time be filed against the University's premises in connection with the contract and the Contractor shall fail to cause such lien to be removed or discharged (by payment or bond or otherwise) within ten (10) calendar days after being notified of the filing of such lien, then the University may, without prejudice to any right or remedy available to the University, contact the surety or insurance company furnishing the performance guaranty and demand the lien be removed or discharged (by payment or bond or otherwise). The Contractor and its surety or insurance company shall be held liable for all costs and expenses (including attorney's fees) incurred by the University in resolving said lien.

NON-EXCLUSIVE AGREEMENT

The University reserves the right to purchase or receive services within the scope of the contract determined by the University to be within its best interests.

NOTICES

Any notice required under the contract shall be in writing and may either be given by personal delivery or sent by registered or certified mail to the other party. Notification to the Contractor shall be to the last known address on file with the University, unless otherwise amended in the contract.

Notification to the University shall be to Southeastern Louisiana University, Purchasing Department, SLU 10800, Hammond, LA 70402.

PAYMENT

As work progresses, the Contractor shall render monthly invoices based upon the amount of service completed at the end of each month. All invoices shall be submitted no later than 90 days of provided service. An original invoice and one duplicate should be forwarded to the Payables Department / SLU 10720 / Hammond, LA 70402, by the 30/31st of each month. Stated contract work completed shall be subject to the mutual agreement of the Contract Coordinator. Payment shall be by eft or check and payment will be deposited or mailed by the University Controller's Office during the following month.

The Contractor shall provide at least one (1) Billing Specialist for the entirety of all contracted labor. The Billing Specialist shall meet with University personnel at least one (1) time per month to discuss any billing issues.

PERMITS AND LICENSES

The Contractor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for performance under the contract, and the Contractor shall post or display in a prominent place such permits and/or notices as are required by law.

CRIMINAL BACKGROUND CHECK

The safety and security of our students, faculty and staff is very important. Southeastern shall require the successful bidder to have diligently performed criminal background checks of all employees that the vendor will assign to work in Southeastern facilities.

PERSONNEL

The Contractor agrees that, at all times, the employees of the Contractor furnishing or performing services under the contract shall do so in a proper, workmanlike, and dignified manner.

The University reserves the right to require the Contractor to remove any employee employed under the contract when the University deems it to be in the University's best interest.

The contractor shall distinguish contractor personnel by the use of company identified uniform shirts or vests

Identification clothing shall be consistent in color and worn at all times while on campus. Inappropriate signage (tobacco, alcohol, other University logo's, etc.) are not allowed. Uniforms must be approved by the Contract Coordinator.

Specific areas or events may require a more detailed dress code which will be requested by the Building Coordinator or Contract Coordinator.

Custodial employees may be required to sign in to confirm minimum manpower requirements are being fulfilled each day.

The Contractor shall supply a monthly report to the Contract Coordinator listing, at a minimum, the name of the building, the name(s) of the employees working in the building and the hours worked per day by each employee. The Contract Coordinator may provide the format for said report.

PRESENCE ON UNIVERSITY PREMISES

The Contractor agrees that all persons working for or on behalf of the Contractor whose duties bring them upon the University's premises shall obey all University policies, police security measures and vehicle regulations that are established by the University and shall comply with the reasonable directives of its University representatives and Police Security Officers.

The Contractor agrees that all employees of the Contractor shall register their motor vehicles with the University Police Department and that all employees will pay the current annual faculty/staff vehicle registration fee of sixty-three (\$63.00) dollars per vehicle. During the term of the registration, the employee shall be responsible for the payment of all traffic and parking fines assessed against the registered vehicle. However, in the event the employee fails to pay all recorded fines prior to the termination or expiration of employment or the contract, the Contractor will then become responsible for payment of all fines assessed against the employee.

Any vehicle utilized by the contractor in the performance of the contract is to be reflective of a professional cleaning operation. The contractor may be requested to furnish a photograph of the vehicle to be utilized in the performance of the contract.

The Contractor shall be responsible for the acts of its agents and employees while on the University's premises. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the University's premises.

The Contractor shall not allow any party under 18 years of age or any party that is not on the Contractor's payroll in any facility at anytime.

PUBLICITY

The Contractor shall not in any way or in any form publicize or advertise in any manner the fact that the Contractor is providing services to the University without the express written approval of the Director of Purchasing, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Contractor from listing the University on its routine client list for matters of reference.

SAFETY

The Contractor, its agents and employees shall practice safe work habits, make safe use of chemicals, and handle safely equipment employed. In addition, the

Contractor shall use equipment, signs, barriers, or other devices to protect persons or property, and shall avoid the usage of hazardous materials that are not essential to the performance of the contract.

SECURITY

The University shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to, equipment, tools, materials, supplies, and other personal property of the Contractor, employees or agents, which may be brought or stored on the University campus.

The Contractor shall not disturb papers on desks, open drawers, cabinets or lockers, use telephones, radios or office equipment, or tamper with personal property.

The exterior entrance doors shall be unlocked each morning at 7:00 AM. All interior office doors must be locked upon completion of custodial services.

The Contractor shall immediately report anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc, to the Contract Coordinator or Building Coordinator or Physical Plant Services.

STANDARD OF PERFORMANCE

The Contractor agrees to perform the services specified under the contract with that standard of care, skill, and diligence normally provided by a professional organization in the performance of such services.

SURRENDER OF PREMISES AND EQUIPMENT

On termination or expiration of the contract, the Contractor shall vacate all parts of the University's premises occupied by it and shall restore the premises to the University in the same condition as when originally made available to the Contractor, reasonable wear and use expected. Surrendered premises and equipment shall be left in a clean, orderly state satisfactory to the University.

SURVIVAL

The terms, conditions and representations contained in the contract shall survive the termination or expiration of the contract.

TAXES

The Contractor shall pay when due all taxes or assessments applicable to the Contractor. The Contractor shall comply with the provisions of the applicable statutes and the regulations of the applicable taxation authority.

TERMINATION

If, because of reasons beyond the control of the University (e.g. fire, legislative funding), business operation in any or all of the facilities of the University are interrupted or stopped, then the University shall have the right to terminate or suspend the contract immediately by certified written notice without any penalty thereof.

The University may terminate the contract at its convenience upon thirty (30) calendar days written notice at any time during the term of the contract. Any contract cancellation shall be served by registered or certified mail.

The Contractor may terminate the contract at its convenience upon one hundred twenty (120) calendar days written notice at any time during the term of the contract. Any contract cancellation shall be served by registered or certified mail.

In the event of a possible termination for cause, if either party breaches any terms or conditions of the contract, the aggrieved party shall give the other party at least ten (10) calendar days written notification of the alleged breach. The aggrieved party shall set forth the alleged breach and demand compliance with the contract. Unless within thirty (30) calendar days after receiving such notice, the notified party has not contested such alleged breach or such breach has ceased or the notified party has made arrangements to correct the alleged breach, then the aggrieved party may terminate the contract, without prejudice to any right or remedy the aggrieved party may have, by giving written notice. Any contract cancellation shall be served by registered or certified mail.

USE OF UNIVERSITY'S FACILITIES

The Contractor, its agents and employees shall have the right to use only those facilities of the University that are necessary to perform services under the contract and shall have no right of access to any other facility of the University.

The Contract Coordinator shall at all times have access to the contract work when it is in progress.

The University reserves the right at any time to utilize its own personnel or other contract personnel in the facility under contract.

UTILITY SERVICES

The University shall provide, at its own expense, services at existing outlets (electric power and domestic cold water) for the convenience of the Contractor. Any modification to existing outlets required or requested by the Contractor shall be at the Contractor's expense. The University shall not be responsible for any loss or delay sustained by the interruption or failure of these utilities for any cause whatsoever.

The Contractor shall use lighting as deemed necessary to perform services in the immediate work area only. All lighting shall be turned off before leaving the area unless otherwise directed by building management personnel.

EQUIPMENT AND SUPPLIES TO BE PROVIDED BY CONTRACTOR

The Contractor shall provide the necessary commercial equipment in operating condition and supplies to do the job for its personnel. The Contractor shall provide at a minimum the following commercial equipment in operating condition for its custodial personnel: wet/dry vacuum, scrubbers for stripping and waxing, scrubbers for concrete walkway (must have cylindrical brushes and automatically put down and pick up water), bathroom floor tile scrubbers, carpet shampooer, furniture shampooer, power washer/sprayer and hoses (water source will be provided). Scrubber for waxed floor (puts down and picks up water), upright and backpack vacuum cleaners, high speed buffer or burnisher compatible with the wax, A blower, steam gum remover machine that removes all residue and can be used to clean thresholds, water fountains, spots on concrete, etc.

(Tennant Q-12 or equal) Scrubber for LVT and ceramic tile flooring (puts down and picks up water) must be provided.

The Contractor shall provide at a minimum the following commercial supplies for its custodial personnel: trash bags, whisk brooms, house brooms, push brooms, dust pans, bowl brushes, scrub brushes, timed mist dispensers, dust mops, gum scrapers, wet mops, mop buckets, mop wringers, micro fiber mops, micro fiber dust mops, extension cords, fuel/oil for engine driven equipment, (blowers, etc.), stainless steel cleaner, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, wet floor signs, cleaning rags, dusting cloths, dusting wands, expansion rod for dusting wands for top dusting, ceiling fan cleaners, expansion rod for ceiling fan cleaner, scrubbing pads, blue pads, white pads, green pads, sponges, plastic can liners and bags (to be brown or black with a minimum thickness of 2 mils for large cans), rubber gloves, work gloves, safety goggles, masks, urn sand, pumice stick, screens, floor pads conducive for both vinyl and terrazzo surfaces, vacuum cleaner bags, wax liners in women's restrooms, razor blade scrapers for glass and floors, dusters, extended dusters, mist for the sprayers, urinal screens, expansion rod for restroom doors with sign "Restroom Closed for Cleaning", and various cleaners as approved by the Contract Coordinator (vendor to complete and return the Cleaning Chemicals Form with the Bid Response Form). **The Contractor shall provide automatic motorized mist fragrance spray, foam and antimicrobial hand soap, hand sanitizer, toilet tissue, roll paper towels and dispensers as indicated.**

The contractor shall provide toilet tissue, paper roll towels and antimicrobial foam hand soap in all bathroom facilities unless otherwise specified. If the toilet tissue, paper roll towels or hand soap will not fit in the current dispensers, the successful vendor must supply and install new dispensers.

The replacement and installing of paper towel dispensers, toilet paper dispensers (including locks), and soap dispensers are the responsibility of contractor. Upon termination of the contract, all replacement dispensers shall become property of the university.

Contractor is responsible for replacing building entrance mats on a minimum 2-year cycle or as often as needed. The specification for the mats currently being utilized are Anderson WaterHog Classic 4'x 6' indoor/outdoor.

Several areas shall be designated for storage of the Contractor's equipment and supplies, but Southeastern Louisiana University shall not be responsible or liable for such equipment or supplies and the security thereof. These areas should be kept clean and orderly at all times.

The Contract Coordinator or his designated appointee reserves the right at any time to request the equipment, supplies and chemicals be presented to show contract compliance.

ADDITIONAL REQUIREMENTS

Contractor is responsible for managing trash receptacles within 50' of each building entryway.

Contractor must clean exterior building signage for each of the contracted buildings locations. Signs are typically cleaned twice a year or as needed for appropriate appearance.

EQUIPMENT AND SUPPLIES TO BE PROVIDED BY THE UNIVERSITY

The University shall furnish the following equipment, when necessary, to the Contractor: waste baskets and trash receptacles. The University reserves the right to deny any request for these materials if it is determined by the University as unnecessary for the facility desired.

MANAGEMENT

The Contractor shall submit, in writing, the name(s) and phone number(s) of supervisory personnel that may be contacted at any time of day or night, Sunday through Saturday in the event of an emergency or problem. This information shall be submitted to the Contract Coordinator within thirty (30) calendar days of commencement of the contract work.

The Contractor shall meet four times annually (quarterly) with the Contract Coordinator to conduct quarterly custodial evaluations. The Supervisor shall meet each week with the Area Coordinators to conduct site evaluations. Written evaluation reports shall be prepared and submitted by the Area Coordinators to the supervisors of both parties as a result of the weekly evaluations.

The Contract Manager shall meet each Monday with the Area Coordinators to discuss the weekly schedule of events at the facilities and to receive any pertinent instructions.

Prior to the implementation of the contract, the Contractor shall provide the Contract Coordinator with written instructions describing the Contractor's Emergency Plan in the event of accident or injury.

SCHEDULING OF SERVICES

The Contractor shall perform the services contemplated in this ITB without interfering in any way with the activities of the University's students, faculty, staff, or visitors. The Contractor shall schedule vacuuming and other cleaning tasks as not to disturb or disrupt other activities in progress.

The Contractor shall meet with the Contract Coordinator to determine the schedule of cleaning activities to be performed by the contractor. This cleaning schedule is to be coordinated with other facility activities as to not incur conflict. The Contractor shall contact the Contract Coordinator to schedule a meeting within fourteen (14) calendar days after commencement of the contract to establish this cleaning schedule.

The Contractor shall furnish, in writing, a final schedule of cleaning activities as discussed in the preceding paragraph. This information shall be submitted to the Contract Coordinator within fourteen (14) calendar days after the above scheduled meeting.

The Contractor shall be responsible for furnishing a replacement custodian in the event of sickness or absence of the supervisor or regular worker. In the event a replacement custodian is not provided, the University may deduct \$100 per day per absent custodian from the Daily/Weekly/Monthly contract service fee for services not provided.

SUBCONTRACTORS

The Contractor should perform all major portions of the specified Work without the use of subcontractors.

The Contract coordinator reserves the right to refuse any minor subcontracted work and may require that references be provided for any subcontracted work.

SUPERVISION

The Contractor shall provide, at a minimum, at least one (1) full-time Contract Manager for the entirety of all contracted labor. This is in addition to the full-time supervisor(s) required for each area outlined in the specifications.

The Contract Manager shall visit with the Contract Coordinator or his designated appointee at least one (1) time per week to discuss the performance of the contract work.

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

Before commencing work, the Other Party shall obtain at its own cost and expense the following insurance placed with insurance companies authorized to do business in the State of Louisiana with A.M. Best ratings of A-:VI or higher. The Other Party shall provide evidence of such insurance as required by the Agency. The Certificates of insurance should confirm that a thirty-day policy cancellation notice has been provided to the Agency for all of the following stated insurance policies. All notices shall name the other party and identify the agreement or contract number.

A. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

B. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

C. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. The ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for the following automobile coverage classes:

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

Location of operations shall be "All Locations".

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.

E. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Other Party shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days. Upon failure of the Other Party to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Other Party to purchase and/or maintain any required insurance shall not relieve the Other Party from any liability or indemnification under the contract.

F. All 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 Agency. It is the intention of the parties that the Other Party's insurance policies shall protect both parties and shall be the primary coverage for any and all losses that occur under the contract.
- 2) The Agency shall be named as an additional insured as regards negligence by the contractor. The ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable.
- 3) The insurance companies issuing the policy or policies shall have no recourse against the Agency for payment of any premiums or for assessments under any form of the policy or policies.
- 4) Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

G. The following Indemnification Agreement shall be a provision of the contract:

The Other Party agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, employees and 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 the Other Party, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Other Party as a result of any claim, demands, and/or causes of action, except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, employees and volunteers.

The Other Party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Other Party in the defense of claims, but this shall not affect the Other Party's responsibility for the handling of and expenses for all claims.

H. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. Any and all deductibles shall be assumed in their entirety by the Other Party.

I. All property losses to Agency's property caused by the actions of the Other Party shall be adjusted with and made payable to the Agency.

J. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall release the Other Party from the insurance requirements and indemnification agreement obligations.

K. If the Other Party does not continue to comply with all of the insurance requirements at any time during the contract or at contract renewal, the Agency has the following options:

1. Payments to the Other Party may be withheld until the requirements have been met;

2. The Agency may pay any renewal policy premiums and withhold such payments from any monies due the Other Party;
3. The Agency may suspend, discontinue or terminate the contract.

(To Be Completed By Successful Contractor)

INDEMNIFICATION AGREEMENT

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

Accepted by _____
Contractor Name

Signature

Title

Date Accepted

Is Certificate of Insurance Attached? [] Yes [] No

Contract No. _____ for Southeastern Louisiana University
State Agency

PURPOSE OF CONTRACT: _____

**SOUTHEASTERN LOUISIANA UNIVERSITY
SPECIFICATIONS**

PART A - BATON ROUGE SCHOOL OF NURSING

SCOPE

This portion of the contract includes all labor, equipment, materials, service, supervision, cleaning supplies, toilet tissue, paper roll towels, antimicrobial foam hand soap and any other means necessary to perform janitorial housekeeping service, hereafter referred to as custodial service for classrooms, offices and other public areas.

BUILDING INFORMATION

Estimated Sq. Ft. - 63,713
Toilet Paper Dispensers - 27
Roll Paper Towel Dispensers - 14
Soap Dispensers - 18

GENERAL REQUIREMENTS

1. Custodial service shall be performed in the building five (5) days per week, Monday through Friday, the entire contract term. However, during the summer months (mid-May to mid-August) the University may elect to go to a four (4) day work week, Monday through Thursday.
2. Contractor will unlock building entrance doors at 7:00am daily
3. Custodial service shall be performed in the building each day as detailed below. Allowance is made for a lunch break Monday through Thursday, and any law required break periods between the specified service hours Monday through Friday.
4. The Contractor shall provide a minimum of (2) custodians for eighty (80) hours per week between the hours of (exact schedule to be approved by the Building Coordinator):

Regular Schedule

Monday - Thursday	7:00am - 5:00pm
Friday	7:00am - 12:30pm

Summer Schedule

Monday - Thursday	7:00am - 5:30pm
Friday	Closed

5. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
6. The Contractor shall be responsible for furnishing a replacement custodian in the event of sickness or absence of the custodial personnel. If the Contractor fails to do so, the University reserves the right to charge the contractor a cost of \$100.00 per day per absent custodian.
7. Upon prior approval by the Building Coordinator and Contract Coordinator, weekends may be utilized to accomplish special project cleaning tasks.

SERVICE REQUIREMENTS

The Contractor will be expected to maintain the facility in first rate condition according to APPA Level 2 specifications for the following work day. The Contractor is encouraged to schedule services for the building where supervision of personnel and security of facilities can be achieved at all times. Custodial activities should be coordinated to prevent interference or disturbance of activities such as classes and meetings held in certain areas of the building during the service period.

DAILY SERVICES**A. Floors**

1. All hard surface floors shall be swept or dust mopped.
2. All carpet shall be vacuumed with commercial vacuuming equipment.
3. All stairs and stairwells shall be swept and/or vacuumed.
4. All spillage shall be removed from hard surface areas and wet mopped or from carpet and vacuumed as required.
5. All exterior entrance concrete shall be swept or blown.
6. All entrance door mats shall be swept.
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris.

B. Restrooms

1. Floors shall be wet mopped with a disinfectant.
2. Toilets shall be cleaned with an approved bowl cleaner.
3. Lavatories shall be cleaned, sanitized and rinsed thoroughly.
4. Bathtub or shower (if applicable) floors and walls shall be cleaned and sanitized.
5. Bathtub or shower (if applicable) curtains or doors shall be cleaned.
6. Lavatory, toilet and shower (if applicable) fixtures shall be cleaned and sanitized.
7. Shelves and lavatory counters shall be cleaned and sanitized.
8. Mirrors shall be cleaned.
9. Fittings and supply pipes shall be cleaned.
10. Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
11. Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.
12. Roll paper towel, toilet tissue and antibacterial foam hand soap receptacles shall be refilled.

C. Receptacles

1. Waste receptacles shall be emptied and resulting debris placed in designated areas. The custodian shall exercise extreme care in placing trash in bins in order not to have trash spill from the bins. The custodian shall not place trash in bins that are full.
2. Waste receptacles shall be sanitized and deodorized as necessary.

D. Dusting

1. All chairs, desks, filing cabinets, book cases, counters, tables, office furniture, etc. shall be cleaned, dusted and/or polished.
2. All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted. Duster extension to be used for dust just beyond arms reach.
3. Specified office machines shall be cleaned and dusted as indicated by building personnel.

E. Elevators (Passenger / Service)

- 1) Elevator floors shall be swept / mopped / vacuumed as appropriate.
- 2) Elevator walls shall be cleaned
- 3) Metal trim and doors will be cleaned and polished.
- 4) Elevator door tracks shall be cleaned.

F. Glass

1. Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used.
2. Partition glass shall be cleaned with a commercial glass cleaner.
3. Windows shall be cleaned with a commercial glass cleaner
4. Mirrors shall be cleaned with a commercial glass cleaner

G. Miscellaneous

1. Drinking fountains shall be cleaned and sanitized.
2. Corridor and office walls shall be cleaned as required.
3. Hand marks shall be removed from painted surfaces as required.
4. Blackboards and chalk trays shall be cleaned and washed.
5. Chalk erasers shall be cleaned.
6. White boards shall be cleaned.
7. Straighten all chairs, desks, tables and other furniture in an orderly fashion.
8. All exterior entrance doorways shall be cleaned of debris
9. Outside benches and tables shall be kept clean and free of debris.
10. Sweep/blow surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly.

WEEKLY SERVICES

1. All hard surface floors shall be wet mopped with a neutral cleaner.
2. All hard surfaced areas shall be spray buffed as necessary.
3. Entrance door mats shall be washed in an appropriate manner.
4. Wet mop stair and stairwells with neutral cleaner.

MONTHLY SERVICES

1. Wash all interior plate glass windows.
2. Dust and damp clean all interior wall surfaces.
3. Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach.
4. Vacuum all heat and air vents grills (high grills requiring an extension ladder or scaffolding to reach are excluded).
5. Vacuum all venetian blinds of dust.
6. Burnish and spray buff all hard surfaced floors.
7. At the discretion of the Contract Coordinator, LVT floors may need to be cleaned with a machine. The Contractor shall follow the manufactures specifications.

QUARTERLY SERVICES

1. Dust baseboards
2. Dust blinds

SEMIANNUAL SERVICES

1. Wash building signage (typically during summer break and early spring - schedule with Contract Coordinator)

**ANNUAL CUSTODIAL HOUSEKEEPING SERVICES
TO BE SCHEDULED FOR SUMMER**

1. Annual services shall be performed during the summer. The Contractor shall request these dates from the Contract Coordinator or Building Coordinator.
2. Shampoo all carpeted areas with an approved system acceptable to the Contract Coordinator.
3. Shampoo all upholstered furniture.
4. Clean all non-porous surfaces of furniture with a neutral all purpose cleaner.
5. Strip and wax all hard surface floors approved by contract coordinator and then machine polished during the summer/fall break. During the Fall/Spring break the contract coordinator will decide what needs to be stripped and waxed or topped scrubbed and waxed. Care should be exercised during the above operation as not to damage furniture, walls. Etc. Heavy accumulations of wax shall be removed from corners, under furniture or around baseboards. Baseboards shall be kept clean.
6. Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.
7. Vacuum all curtains and draperies
8. Clean light fixtures of dust and insects.

SERVICES NOT REQUIRED

1. Watering and up keep of plants throughout the facility.
2. Feeding and up keep of animals that may be in facility.
3. Cleaning of coffee urns and making the coffee for university personnel.
4. Running errands for university personnel that are not related to custodial cleaning.

Attachment A

*** (FLOOR PLANS)**

BATON ROUGE SCHOOL OF NURSING

Floor Plans will be distributed to bidders at the Mandatory Pre-Bid Conference.