

UNIVERSITY of NEW ORLEANS – LSU NEW ORLEANS (JULY 1, 2026)

INVITATION TO BID
YEARLY SERVICE CONTRACT

PEST CONTROL
(Upon Award for One Year – Renewable up to 4 Years)

Sealed Bid #BTB 2944

Bid Date: **JULY 16, 2026**

Bid Time: 2:00 p.m.

Pre-Bid Conference:

Date: **JULY 8, 2026**

10:00 a.m. at the

Administration Building, Suite 112



THE UNIVERSITY *of*
NEW ORLEANS

LSU
NEW ORLEANS
SUMMER 2026

UNIVERSITY of NEW ORLEANS – LSU NEW ORLEANS (JULY 1, 2026)

INVITATION TO BID
YEARLY SERVICE CONTRACT

PEST CONTROL
(Upon Award for One Year – Renewable up to 5 Years)

PREPARED BY

UNIVERSITY OF NEW ORLEANS

PURCHASING OFFICE

Administration Annex Building Room 1004G

LAKEFRONT - NEW ORLEANS - LOUISIANA – 70148

Sealed Bid #BTB 2944

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10:00 a.m. at the

Administration Building, Suite 112

PURCHASING REPRESENTATIVE: Troy Bacino, Assistant Director
for Purchasing

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

UNIVERSITY REPRESENTATIVE: Jeren Crump

Phone: (504) 496-1774 E-mail: jcrump1@uno.edu

Date: June 5, 2026

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INSTRUCTIONS TO BIDDERS

UNIVERSITY of NEW ORLEANS – LSU NEW ORLEANS (JULY 1, 2026)

INSTRUCTIONS TO BIDDERS

ARTICLE 1

YEARLY SERVICE CONTRACT TITLE AND BID OPENING DATE & TIME

1.1 Yearly Service Contract Title: **Pest Control**

Bid Opening Date & Time: **JULY 16, 2026** at 2:00 p.m.

Location of Bid Opening:

LSU 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

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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 LSU 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 LSU 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 LSU 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 LSU NEW ORLEANS 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 four (4) 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 Pre-Bid Conference shall be held at the project site. Provisions for the site inspection are included as part of the Pre-Bid Conference to be held in the Administration Building, Facility Services, Suite 112 at 10:00 A.M. on **JULY 8, 2026**. 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 one (1) year experience. The Contractor shall be licensed by the Louisiana State Department of Agriculture for Structural Pest Control: Vendors/Contractors bidding on this contract shall have demonstrated five years' experience in structural pest control services of large facilities. **All vendors should present references with the bid package that will attest to the aforementioned utilizing the Reference Form on page 4 of the bid form. Each vendor should present documentation verifying their experience in structural pest control services for a facility of a minimum of two hundred, fifty thousand (250,000) square feet of net area.** Franchises bidding this contract shall present the credentials of the franchise or the company performing the work. It should be apparent in the documentation submitted that it is the vendor/contractor (as a company) who has the necessary experience and not a particular employee of the company that meets the requirements of this paragraph.
- 8.2 Prospective bidders that have been terminated or separated from a contract with a university or college will not be considered for this contract.

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 LSU New Orleans. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same shall be given to LSU 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 LSU New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to LSU New Orleans, the other party shall obtain a new policy, submit the same to LSU 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 LSU 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

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Page 1

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 LSU 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. LSU 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 LSU 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 LSU 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 LSU 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 LSU 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 LSU 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 LSU New Orleans, LSU 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 LSU New Orleans. At the option of LSU New Orleans, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects LSU New Orleans, its officers, officials,

EXHIBIT A

INSURANCE AND INDEMNIFICATION

employees and volunteers; or the contractor

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. LSU 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 LSU 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 LSU 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 LSU New Orleans, its officers, officials, employees and volunteers for losses arising from work performed by the contractor for LSU 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 LSU New Orleans/L.

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 LSU 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

EXHIBIT A

INSURANCE AND INDEMNIFICATION

received and approved by LSU New Orleans before

work commences. LSU 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.

EXHIBIT A
INSURANCE AND INDEMNIFICATION

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: LSU New Orleans
Purchasing Office
Administration Annex, Room 1004G
New Orleans, Louisiana 70148-0001

PROPOSAL FOR: YSC for Pest Control

Sealed Bid Number: **BTB 2944**

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 _____

BID TABULATION/BREAKDOWN SHEET**PEST CONTROL SERVICES**

ITEM	BUILDING	LOCATION / CAMPUS	APPROX. SQ. FOOTAG E	MONTHLY COST	ANNUAL COST
1.	Administration	Main	22,170		
2.	Administration Annex	Main	22,125		
3.	Bicentennial Education	Main	92,700		
4.	Biology	Main	46,296		
5.	Hotel, Restaurant & Tourism Building	Main	21,629		
6.	Central Utility Plant (exterior only)	Main	1,892		
7.	Chemical Science	Main	68,515		
8.	International Center	Main	16,000		
9.	The Commons	Main	18,261		
10.	Computer Center	Main	42,722		
11.	Engineering & Auditorium	Main	146,530		
12.	Facility Services (exterior only)	Main	18,865		
13.	Fine Arts	Main	37,147		
14.	Geology & Psychology (includes Hazardous Storage Area)	Main	70,958		
15.	Hazardous Storage	Main	1,254		
16.	Human Performance Center (until December 1, 2026)	Main	64,553		
17.	Kirschman Hall	Main	155,432		

BID TABULATION/BREAKDOWN SHEET

PEST CONTROL SERVICES

ITEM	BUILDING	LOCATIO N/ CAMPUS	APPROX . SQ. FOOTA GE	MONTHLY COST	ANNUAL COST
18.	Lafitte Village - Building A	Main	12,343		
19.	Lafitte Village – Building B	Main	12,382		
20.	Lafitte Village – Building C	Main	16,780		
21.	Lafitte Village – Building D	Main	16,728		
22.	Lafitte Village – Building E	Main	16,551		
23.	Lafitte Village – Building F	Main	3,214		
24.	Lafitte Village Picnic Shelter	Main	782		
25.	Liberal Arts (temporarily closed – exterior only)	Main	118,571		
26.	Earl K. Long Library	Main	250,271		
27.	Mathematics	Main	57,459		
28.	Milneburg Hall (temporarily closed – exterior only)	Main	97,950		
29.	Performing Arts Center	Main	85,017		
30.	Pontchartrain Hall-North	Main	108,732		
31.	Pontchartrain Hall-South	Main	103,948		

BID TABULATION/BREAKDOWN SHEET**PEST CONTROL SERVICES**

ITEM	BUILDING	LOCATIO N/CAMP US	APPROX SQ. FOOTA GE	MONTLY COST	ANNUAL COST
32.	Recreation & Fitness Center	Main	92,083		
33.	Science	Main	132,694		
34.	Oliver St. Pe' (otherwise known as TRAC)	Main	29,945		
35.	University Center-1 st Floor non-food service and prep area	Main	52,752		
36.	University Center-2 nd Floor	Main	69,415		
37.	North Plant Bldg – (14,921 will be under construction for 1 st year)	Main	18,538		
38	Cove (only exterior perimeter)	Main	15,200		
40.	Central Utility Plant East Campus (exterior only)	East	35,132		
41.	Lakefront Arena	East	351,526		
42.	Maestri Field – Bathroom Building	East	522		
43.	Maestri Field – Press Box & Concessions	East	1475		
44.	Maestri Field Baseball Office & Locker Rooms	East	3,284		

BID TABULATION/BREAKDOWN SHEET

PEST CONTROL SERVICES

ITEM	BUILDING	LOCATIO N/CAMP US	APPROX . SQ. FOOTA GE	MONTHLY COST	ANNUAL COST
45.	Maestri Field – Baseball Batting Cage	East	4,000		
46.	Maestri Field – Dugout #1 & Dugout #2	East	840		
47.	Tennis Center & Field	East	9,612		
48.	Coastal Education Research Facility (CERF) Near Chef Pass	Off Campus	2,000		
49.	St. Claude Gallery	Off Campus	2,000		
<u>TOTAL COST:</u>					

The University reserves the right to add additional buildings at prices mutually agreed upon by the University and Contractor over the term of the Contract.

The University reserves the right to delete buildings from the contract and/or pro rate buildings that become temporarily closed.

For buildings that are currently temporarily closed at the time of the bid, the University will not pay the monthly rate until such buildings are re-opened unless noted as exterior perimeter only.

BID TABULATION/BREAKDOWN SHEET

PEST CONTROL SERVICES-BED BUGS

ITEM	BUILDING	APPROX. SQ. FT.	LOCATION	COST PER ROOM
A	Pontchartrain Hall-Single	297	Main	
B	Pontchartrain Hall-Double	457	Main	
C	Pontchartrain Hall-4 Bed Suite	790	Main	

Any other areas requiring bed bug service will be quoted by the Contractor using the additional labor rate schedule, page 8 of 9.

BID TABULATION

PEST CONTROL SERVICES – TERMITE TREATMENT

Termite Treatment \$ _____ sq. ft.

Termite Treatment will be on a as needed basis.

Additional Labor and Material Rates Schedule.

This is for additional work that may be requested by the University that falls outside of the scope of this Yearly Service Contract. The contractor shall provide a proposal to the University Representative for approval before any additional work begins

Hourly Labor Rates

ITEM NO.	DESCRIPTION	UNIT	RATE		
			STRAIGHT	OVERTIME	HOLIDAY
1	Supervisor	\$/HR			
2	Technician	\$/HR			

Note 1: OVERTIME RATE will be used for work done outside of the hours of 8:00am – 4:30pm Monday through Friday. Must be requested by the University Representative.

Note 2: HOLIDAY RATE will be used if work is done on any recognized State or Federal Holiday. The rate is allowable and does not depend if LSU NEW ORLEANS is open or closed on these recognized Holidays. Must be requested by the University Representative.

Note 3: Travel time is included in labor rates. LSU NEW ORLEANS does not pay any additional and/or separate travel time. Labor rates start when contractor is on site.

5.Parts/Materials Cost: % Less MSRP (List) price	_____ %
---	---------

Note 4: Contractor is required to show cost breakdown for parts/materials.

Note 5: The % off MSRP List price is the same for all parts/materials, regardless of where the parts/materials are procured from.

6.Materials Cost that do not have a MSRP: Cost plus a (%)percentage of cost.	_____ %
---	---------

Note 6: This will only be used for materials where an MSRP cannot be established.

Note 7: The University reserves the right to procure any parts/materials and provide them to the contractor.

Example format to be used for pricing of materials:

Qty. Description MSRP(\$) Discount(%) Total/ea.(%) Extended Total(\$)

TECHNICAL SPECIFICATIONS

LSU NEW ORLEANS

SECTION 01 10 00

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

This contract provides for the complete and satisfactory performance for pest control treatment/services for LSU New Orleans (name change on July 1st) Main and East Campuses.

The University, at any time, may make changes within the general scope for services of the Contract by written change order for any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e. hours of the day, days of the week, etc.)
- C. Addition or deletion of areas to be serviced. In the event of a change for reasons to include, but not limited to, building occupancy levels, renovation to or expansion of a building, building closure, or any other factor as determined by the University.

The contractor shall not change the performance of the work without an executed Change Order to this contract issued by the University. If the Contractor performs work beyond the specific requirements of this Contract without an executed Change Order, it shall be at the Contractor's own expense/risk. The University assumes no responsibility for any cost for work not specifically authorized by an executed Change Order.

Contract Time: Will be for one (1) calendar year with the option if to renew for four (4) consecutive twelve (12) month periods if mutually agreeable.

Provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with these Specifications.

If materials other than those specifically listed in the ITB are required to complete any work requested by the University, the contractor shall prepare a list of these materials along with pricing for approval by the University representative. If these materials are incidentals (total value less than \$50), or are items which will not be required on a repetitive basis and their total cost is less than the competitive thresholds specified in the most current Executive Order for Small Purchase Procedures, the University may choose to purchase the items from the contractor at the quoted prices.

If the items not specifically listed in the ITB exceed the Executive Order's competitive threshold, the required competition must be secured by the University.

The University reserves the right to add items to the contract, which may be required on a repetitive basis.

1.02 MANDATORY SITE INVESTIGATION

It is required that prospective bidders 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 prospect warrants same. A thorough understanding of the project per these Technical Specifications and/or accompanying drawings is imperative. Opportunity for the site visit and inspection is provided under Article 7 of the "INFORMATION FOR BIDDERS.

1.03 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.

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

1.05 COORDINATION

The Contractor shall schedule services with the University Representative so as not to interfere with the ongoing operation of the University. Whenever the Contractor personnel is on any of the University Campuses, said personnel shall report to the University Representative prior to providing services.

The Contractor shall provide to the University Representative at least three (3) contact personnel that have the authority and responsibility to respond to University requests. These personnel are to be accessible seven (7) days per week, twenty-four (24) hours per day.

The Contractor shall also maintain an internet communication system (email) for use by the University to communicate service requests.

1.06 SUPERVISION

The Contractor shall provide consistent, capable supervision at all times during the work. Site Manager or company representative shall be available during normal working hours of 8:00 am to 4:30 pm.

1.07 SUBSTITUTIONS

Substitutions to specified materials require approval of the University Representative (see Instructions to Bidders: Article 3.3).

1.08 SUBMITTALS

Submit all required shop drawings, brochures and samples for review by the University Representative prior to ordering and/or installing materials. Equipment or material ordered and/or installed without review by the University Representative is subject to rejection.

Shop Drawings: Submit three (3) sets of shop drawings and one (1) will be returned.

Brochures, Cut Sheets, and Technical Data: Submit four (4) copies. Two (2) will be returned.

Samples: Submit one (1) each to be retained by the University.

1.09 CLEANUP

Daily, as it accumulates, remove from the work site, all rubbish, debris and unsalvageable material resulting from the work. Do not permit trash to accumulate. Do not use individual building dumpsters for trash disposal.

1.10 QUALITY ASSURANCE

Use new materials of quality acceptable to the University Representative and meeting all applicable regulations as pertain to this project.

Remove and replace all material delivered to site which, in the opinion of the Representative, does not meet specifications and quality.

The University expects quality workmanship and only those who are qualified to perform the tasks in their respective trades are acceptable. The term qualified above is understood to mean "Journeymen" skilled in their respective trades. Correct, at no expense to the University, any work performed which, in the opinion of the University Representative, is found unacceptable or not according to code. Corrections or incomplete work must be rectified within twenty-four (24) hours of notification

1.11 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 LSU 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.

1.12 PROTECTION

Protect adjacent buildings and building elements from damage during site work. Protect the site, including trees, shrubs, vegetation and lawn areas; where damage does occur, restore to original condition replacing damaged vegetation and lawn with equal size and species. Store construction materials with care; distribute the weight to not endanger the building structure.

1.13 SAFETY

Provide measures necessary to ensure and maintain security at the work site; protect from theft, vandalism, personal injury, and property damage.

Implement safety procedures in the eradication of flying insects such as gnats, fruit flies, and other flying insects that have the potential to cause a nuisance.

1.15 TEMPORARY UTILITIES

The Contractor may use reasonable amounts of the utility services available to the site at no

charge from the-University. The University will not provide utility service beyond that existing. Coordinate tie-in and disconnect to the existing utilities with the University Representative. Locate temporary facilities so as. not to interfere with the University's use of the Project site and/or surrounding areas. Relocate non-complying facilities at no expense to the University.

1.16 TEMPORARY SANITARY FACILITIES

Existing facilities in the building may be used by construction personnel during work on this project.

SECTION 31 31 16

PEST CONTROL SERVICES

1.01 Purpose

The intent and purpose of this specification is to establish a term contract to provide pest control services for LSU New Orleans (name change on July 1st) for main and east campuses and several satellite buildings.

1.02 SCOPE OF SERVICE

A. WORK INCLUDED:

The contractor shall provide all labor, tools, equipment, chemicals, materials, and all incidentals required and/or implied for the complete and satisfactory performance of pest control treatment for LSU NEW ORLEANS Main and East Campuses. Routine monthly treatment shall be provided to building perimeters (exteriors), designated interior spaces, and sidewalk perimeters (five (5) feet on both sides of sidewalk), or as specifically directed otherwise by the University Representative at the time of treatment. The contractor shall provide treatment for but not limited to the following: Ordinary house and building pests and insects including spiders, roaches, ants, moths, silverfish, fleas, gnats, wasps, bees (honey bees excluded), psychodidae, rats, and mice. Insects not included are termites, wood borers, and honey bees. Bedbugs are included at a separate price as specified on page 6 of the bid form.

B. QUALITY OF WORKMANSHIP:

All work shall be quality work performed according to the standards of the industry and to the complete satisfaction of LSU NEW ORLEANS to provide a pest free environment for the buildings and areas treaded. All work shall be performed in accordance with current State, Federal, and Local laws and regulations which govern pest control services, including applicable E.P.A. and F.D.A. regulations, and chemical manufacturer's directions, whichever is most stringent.

C. PERSONNEL QUALIFICATIONS:

All personnel used by the contractor for the performance of this work shall be properly trained and qualified pesticide applicators and shall have current certification from the State of Louisiana as well as any other required licenses and certifications. The contractor shall provide evidence of qualifications for any personnel performing work under this contract upon request by the University Representative. LSU NEW ORLEANS reserves the right to refuse to accept services from any personnel deemed by the University Representative to be unqualified, disorderly, or otherwise unable to perform assigned work.

D. MONTHLY TREATMENT SPECIFICATIONS:

The following areas are to receive no less than monthly routine pest control services.

1. EXTERNAL BUILDING TREATMENT AREAS:

- A. All building perimeters
- B. All front load dumpster sites
- C. All sidewalk and patio perimeters, within five (5) feet of edge.

2. INTERNAL BUILDING TREATMENT AREAS:

- A. Public and faculty restrooms, showers, and baths.
- B. Janitor closets, utility rooms, and electrical & mechanical rooms.
- C. Student, faculty and staff lounges and break rooms, including vending areas.
- D. Food preparation, serving, and storage areas.
- E. Locker rooms.
- F. Common areas – lobbies, hallways, stairwells, etc.
- G. Lafitte Village apartments – quarterly
- G. Offices, classrooms, and labs as needed

E. AS NEEDED TREATMENT SPECIFICATIONS:

The following areas are to be treated on an as needed basis. This treatment **is included in the monthly cost.**

1. RODENT TREATMENT:

Provide external and internal rodent treatment as necessary. Any rodent treatment methods shall be approved by the University Representative.

2. BED BUGS:

Bed bug services are part of the bid specification but **are not included in the monthly cost.** Pricing for bed bugs is on page 7 of the bid form. See "Attachment A" for various dorm room floor plans.

Bed bug treatment will include any furniture type items in the room having fabric such as chairs and sofas which could harbor bed bugs. Any items that have a tear or opening that will permit bed bugs to enter the padding or foam area are required to be discarded as treatment is not effective when this condition exists. Contractor is required to notify the University Representative so that LSU NEW ORLEANS can remove such items **prior to treatment.**

Treatment will include the entire room including behind baseboards and under carpet perimeters if carpet can be pulled. LSU NEW ORLEANS will pull carpet.

LSU NEW ORLEANS will be required to prepare the room for bed bug treatment by insuring that the following pre-treatment activities are performed:

- A. Adjust room temperature as specified by Contractor.
- B. Keep room as dark as possible. Close windows.
- C. Keep all personnel out of room until Contractor has checked the room.
- D. Remove all clothing and bed linen from room.

- E. Do not remove any furniture items from room unless they have tears and/or openings that would grant access to bed bugs. These items are to be discarded by LSU NEW ORLEANS.
- F. Pull beds away from the walls.
- G. Any item attached to the wall is to be removed from the wall by LSU NEW ORLEANS but left in the room.
- H. If possible, LSU NEW ORLEANS will pull up carpet around the perimeter of the Room (currently no carpet in dorm rooms)

3. TERMITE TREATMENT:

Termite Treatment will be as needed on a case-by-case basis and considered an additional fee-based service. See bid form for unit cost on page 7.

F. WORK REQUESTS:

Unless otherwise specified by the University Representative, work request for pest control services shall be completed on the day received by the service representative, Monday, Wednesday, and Friday. These requests may be for any area, internal or external, to the buildings listed on the bid form and within the scope of the specifications. Services will continue until the pest problem has been eliminated. All work requests shall be turned in prior to 3:30pm on the day received by the technician unless additional or more extensive work has to be scheduled. Work outside the scope of contracted services must be approved by the University Representative prior to being performed.

G. WEEKLY SERVICES:

The contractor shall be present on campus every Monday, Wednesday, and Friday to respond to work request for pest control services and to perform any scheduled routine monthly services.

H. INSPECTIONS:

While performing routine monthly pest control services and/or responding to work request services, the technician shall inspect the area for pests and/or any condition that would contribute to the harboring of pests and report such condition to the University Representative.

I. MATERIAL SPECIFICATION:

Any and all materials and chemicals used in the performance of this work shall conform to current Federal, State, and Local requirements including OSHA requirements and shall be approved and be in compliance with existing E.P.A. labeling and use requirements under the Federal Insecticide, Fungicide, and Rodenticide Act (as amended). The contractor shall submit SDS sheets to the University Representative for any chemical used for the performance of these pest control services prior to its use.

The following products are authorized for use in the performance of this bid specification:

MAX FORCE FC ANT GEL
MAX FORCE FLY BAIT

EXCITER
ONSLAUGHT

MANTIS FLY GLUE TRAP
MAX FORCE ROACH BAIT
ADVION ROACH BAIT
TRAPPER RAT GLUE TRAP
VICTOR GLUE TRAP
TERRO PC
GENTROL PS
ULD BP-100
CONTRACT BOLX
CY-KICK AEROSOL
D FOAM

PHANTOM
565;XLO FOAM 2
TALSTAR GRANULAR
TALSTAR P
TEMPO SC
CATCH MASTER GOLD STICKS
PRECOR
WASP FREEZE
LARVA LUR
SUSPEND SC

INITIAL TREATMENT

TERMIDOR-EXTERIOR
TALSTAR GRANULAR

BED BUG TREATMENT

TEMPRID
PYGANIC DUST

J. SCHEDULING AND COORDINATION:

1. All treatments shall be scheduled ahead of time as agreed upon by the contract and University Representative. A set schedule for routine treatment shall be established within 30 days of the start date of the contract. Any changes to the schedule must be approved by the University Representative.
2. Treatment for all routine areas shall be accomplished weekdays during the hours of 8:00 a.m. to 3:30 p.m. Special treatments, such as fogging, shall be scheduled separately and will usually be required to be performed after hours, on weekends, or during school break periods.
3. Treatment for dormitory areas shall be accomplished weekdays during the hours of 9:00 a.m. to 4:30 p.m. Special treatments, such as fogging, shall be scheduled separately and will usually be required to be performed during school break periods.
4. In situations where pests are present and causing distress to the occupants, the contractor shall respond to the call within 24 hours. If not causing distress to occupants, the contractor may correct reported problems during the next scheduled visit.
5. A University Representative may accompany the pest control personnel to provide access to buildings and to help identify temporarily restricted areas or area requiring special treatment.

I. BUILDING SIZES:

The approximate gross square footages for each building are given on pages 3 through 6 of the bid form.

Floor plans for the 3 types of dormitory rooms are provided in "Attachment A" to assist in determining cost for bed bug services.

J. OTHER REQUIREMENTS:

1. Invoices:

Invoices shall be submitted monthly during the month following service and shall clearly show the Purchase Order Number.

2. Reports:

A weekly written report shall be submitted to the University Representative for all scheduled and unscheduled work performed. The report shall include the date, area serviced, services performed, reason services were required, and time in and time out of area. The report shall include documentation of problems, including observation reports, picture of sanitary issues, and potential causes of pests. Some reports as determined by the University Representative may require the signature of the building coordinator or area contact. The report shall be submitted at the end of each service.

3. Uniforms:

All contract personnel shall be neatly uniformed with company patches or other identifying clothing to clearly identify the personnel as being an employee of the contractor. All employees shall be required to wear in a conspicuous location, a photographic identification card. The card shall display the company name and logo, the employees name, companies address, phone number, city, and state.

4. Parking:

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

5. Waste Materials:

Dispose of regulated waste materials in accordance with Federal and State regulations. Dispose of all waste materials off site and in a legal manner. Use of University trash dumpsters is prohibited.

6. Whenever contractor personnel are on the Main or East Campus, said personnel shall first report to the designated Facility Services area to pick up any Work Orders requesting services. Work Orders are to be returned to the University Representative once request for services have been completed.

END



THE UNIVERSITY OF NEW ORLEANS

Lake Pontchartrain



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| 1. Administration Bldg. | 18. International Center | A. UNO Lakefront Arena |
| 1A. Administration Annex | 19. Kirschman Hall | B. Utilities |
| 2. Amphitheater | 20. Lafitte Village | C. Maestri Field |
| 3. Bicentennial Education Center | 21. Liberal Arts Bldg. | D. Tennis Center |
| 4. The Commons | 22. Mathematics Bldg. | E. The NET Charter High School |
| 5. Biology Bldg. | 23. Milneburg Hall | F. Beach Volleyball Facility |
| 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 | |
| | 28a. Pontchartrain Hall South | |
| | 29. Privateer Place | |
| | 30. Recreation & Fitness Center | |
| | 31. School of Hotel, Restaurant & Tourism Admin. Bldg. | |
| | 32. Science Bldg. | |
| | 33. The Cove | |
| | 34. University Center | |

The Beach at UNO

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| 35. Advanced Technology Center |
| 36. Center for Energy Research Management |
| 37. Lindy C. Boggs Conf. Center |
| 38. Information Technology Center #1-4 |