

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**

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

AREA COORDINATORS: Amanda McDaniel, University Housing Director  
Ph: (985)549-2118 / Fx: (985)549-5118

Colby Diez, Athletics  
Ph: (985)549-3419 / Fx: (985)549-2900

Calyn Landaiche, Student Union Director  
Ph: (985)549-5670 / Fx: (985)549-3497

James Winter, Columbia Theatre Director  
Ph: (985)543-4366 / Fx: (985)543-4369

Dale Newkirk, Visual Arts Department Head  
Ph: (985)549-2193 / Fx: (985)543-5316

Eric Aymond, Pennington Center Director  
Ph: (985)549-5727 / Fx: (985)543-3532

ITB RELEASE DATE: October 3, 2023

CONFERENCE DATE: October 18, 2023--> MANDATORY FOR ALL BIDDERS!

CONFERENCE TIME: 8:00 a.m., Central Time

CONFERENCE MEETING PLACE: Southeastern Louisiana University  
Student Union  
Room 2202  
303 Texas Avenue  
Hammond, Louisiana

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

DEADLINE FOR FAX INQUIRIES: October 20, 2023

BID OPENING DATE: November 1, 2023

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.**

SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM

BIDDER'S NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

Scope of Service: Furnish Janitorial Cleaning Contract Service

Service Locations

- A. University Housing
- B. Strawberry Stadium - Athletics
- C. Dugas Center - Athletics
- D. Naquin Center - Athletics
- E. West Strawberry Stadium - Athletics
- F. Intermodal Transit Facility - Athletics
- G. East Strawberry Stadium - Athletics
- H. Baseball Complex - Athletics
- I. North Campus Athletics Gym - Athletics
- J. North Oak Park - Athletics
- K. Claude B. Pennington Jr. Student Activity Center
- L. War Memorial Student Union Complex
- M. Clark Hall / Clark Hall Annex
- N. East Stadium / East Stadium Annex
- O. Fayard Hall
- P. Kinesiology and Health Studies Building
- Q. Ralph R. Pottle Music Hall / Music Annex / Music Recital Hall
- R. Campbell Hall
- S. Tinsley Hall
- T. McGehee Hall
- U. Meade Hall
- V. Science Annex
- W. Pursley Hall
- X. Thelma Ryan Biological Science Building
- Y. Computer Science and Technology Building
- Z. Cardinal Newman Hall
- AA. Health Center
- BB. Columbia Theatre
- CC. Turtle Cove/Galva Canal (**Located in Manchac, LA**)
- DD. Alumni

Contract Period:

**Commence: January 1, 2024 and Terminate: December 31, 2024**

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

I/we do hereby declare that I/we have carefully examined the bid requirements and specifications, and having personally inspected the site, that I/we have a clear understanding of the Invitation to Bid. I/we do hereby propose to provide the necessary labor, equipment, materials, cleaning supplies and other means for performing janitorial housekeeping service. I/we do hereby agree to maintain and complete, in a thoroughly professional manner, the proposed contract work for the sum indicated on the bid proposal form.

**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

Bidder to list Sub-Total prices for bid award calculation as indicated below:

\*\*\*\*\* Transfer sub-total prices from the Bid Response Form pages to the blanks below

SUMMARY:

Part A - UNIVERSITY HOUSING

Section 1 - Daily Services - Sub-Total \_\_\_\_\_

Section 2A - Turn Over Services - Sub-Total \_\_\_\_\_

Section 3A - Annual Turn Over Services - Sub-Total \_\_\_\_\_

Part B - STRAWBERRY STADIUM

- Items 1 - 7 Sub-Total \_\_\_\_\_

Part C - DUGAS CENTER

- Item 1 Sub-Total \_\_\_\_\_

Part D - NAQUIN CENTER

- Item 1 Sub-Total \_\_\_\_\_

Part E - WEST STRAWBERRY STADIUM

- Item 1 Sub-Total \_\_\_\_\_

Part F - INTERMODAL TRANSIT FACILITY

- Item 1 Sub-Total \_\_\_\_\_

Part G - EAST STRAWBERRY STADIUM

- Item 1 Sub-Total \_\_\_\_\_

Part H - BASEBALL COMPLEX

- Items 1 - 2 Sub-Total \_\_\_\_\_

Part I - NORTH CAMPUS ATHLETICS GYM

- Item 1 Sub-Total \_\_\_\_\_

Part J - NORTH OAK PARK

- Item 1 Sub-Total \_\_\_\_\_

BID RESPONSE FORM

Part K - CLAUDE B. PENNINGTON JR. STUDENT ACTIVITY CENTER

- Item 1 Sub-Total \_\_\_\_\_

Part L - WAR MEMORIAL STUDENT UNION

- Items 1 - 3 Sub-Total \_\_\_\_\_

Part M - CLARK HALL / CLARK HALL ANNEX

- Item 1 Sub-Total \_\_\_\_\_

Part N - EAST STADIUM / EAST STADIUM ANNEX

- Item 1 Sub-Total \_\_\_\_\_

Part O - FAYARD HALL

- Item 1 Sub-Total \_\_\_\_\_

Part P - KINESIOLOGY AND HEALTH STUDIES BUILDING

- Item 1 Sub-Total \_\_\_\_\_

Part Q - POTTLE MUSIC HALL / MUSIC ANNEX / MUSIC RECITAL HALL

- Item 1 Sub-Total \_\_\_\_\_

Part R - CAMPBELL HALL

- Item 1 Sub-Total \_\_\_\_\_

Part S - TINSLEY HALL

- Item 1 Sub-Total \_\_\_\_\_

Part T - MCGEHEE HALL

- Item 1 Sub-Total \_\_\_\_\_

Part U - MEADE HALL

- Item 1 Sub-Total \_\_\_\_\_

BID RESPONSE FORM

Part V - SCIENCE ANNEX

- Item 1 Sub-Total \_\_\_\_\_

Part W - PURSLEY HALL

- Item 1 Sub-Total \_\_\_\_\_

Part X - THELMA RYAN BIOLOGICAL SCIENCE BUILDING

- Item 1 Sub-Total \_\_\_\_\_

Part Y - COMPUTER SCIENCE AND TECHNOLOGY BUILDING

- Item 1 Sub-Total \_\_\_\_\_

Part Z - CARDINAL NEWMAN HALL

- Item 1 Sub-Total \_\_\_\_\_

Part AA - HEALTH CENTER

- Item 1 Sub-Total \_\_\_\_\_

Part BB - COLUMBIA THEATRE

- Item 1 - Sub-Total \_\_\_\_\_

Part CC - TURTLE COVE / GALVA CANAL

- Item 1 - Sub-Total \_\_\_\_\_

Part DD - ALUMNI CENTER

- Item 1 - Sub-Total \_\_\_\_\_

BID RESPONSE FORM

Bidder to list Total prices for bid award calculation as indicated below:

\*\*\*\*\* Transfer the total of the Sub-total prices above into the blank below

TOTAL - Part A, Sections 1, 2A, and 3A;  
Part B, Items 1 - 7  
Part C, Item 1  
Part D, Item 1  
Part E, Item 1  
Part F, Item 1  
Part G, Item 1  
Part H, Items 1 - 2  
Part I, Item 1  
Part J, Item 1  
Part K, Item 1  
Part L, Items 1 - 3  
Part M, Item 1  
Part N, Item 1  
Part O, Item 1  
Part P, Item 1  
Part Q, Item 1  
Part R, Item 1  
Part S, Item 1  
Part T, Item 1  
Part U, Item 1  
Part V, Item 1  
Part W, Item 1  
Part X, Item 1  
Part Y, Item 1  
Part Z, Item 1  
Part AA, Item 1  
Part BB, Item 1  
Part CC, Item 1  
Part DD, Item 1

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

COMPANY NAME: \_\_\_\_\_



**BID RESPONSE FORM****Part A - UNIVERSITY HOUSING****Part A - (Section 1) - DAILY / WEEKLY / MONTHLY / SEMIANNUALLY SERVICES**

All supervisory and non-supervisory labor, equipment and supplies for daily, weekly, monthly and semiannual services for 12 months. Per month cost to include paper tissue, towels, automatic fragrance mist and hand soap supplies where appropriate.

Contract Service	Cost Per Month		TOTAL
1. Washington Hall	_____ per month	x 12 months	_____
2. St. Tammany Hall	_____ per month	x 12 months	_____
3. Louisiana Hall	_____ per month	x 12 months	_____
4. Pride Hall	_____ per month	x 12 months	_____
5. Tangipahoa Hall	_____ per month	x 12 months	_____
6. Hammond Hall	_____ per month	x 12 months	_____
7. Taylor Hall	_____ per month	x 12 months	_____
8. Livingston Hall	_____ per month	x 12 months	_____
9. Ascension Hall	_____ per month	x 12 months	_____
10. Twelve Oaks Hall	_____ per month	x 12 months	_____
11. Cardinal Newman	_____ per month	X 12 months	_____
12. Southeastern Oaks & Greek Village	_____ per month	x 12 months	_____
13. Two custodians for trash pick up	_____ per month	x 12 months	_____
14. Two custodians to clean walkways, etc.	_____ per month	x 12 months	_____
15. One full-time site supervisor	_____ per month	x 12 months	_____
<b>*****</b> <b>SECTION 1 SUB-TOTAL</b>			

**BID RESPONSE FORM**

**Part A - (Section 2A) TURN OVER SERVICES**

All labor, equipment and supplies to strip and wax rooms-to be performed annually.

Contract Service	Annual Charge	TOTAL
1. Washington Hall	_____	_____
2. St. Tammany Hall	_____	_____
3. Louisiana Hall	_____	_____
4. Pride Hall	_____	_____
5. Tangipahoa Hall	_____	_____
6. Hammond Hall	_____	_____
7. Taylor Hall	_____	_____
8. Livingston Hall	_____	_____
9. Cardinal Newman (Bathroom)	_____	_____
10. Greek Village Building M	_____	_____
<p style="text-align: center;">*****</p> <p style="text-align: center;"><b>SECTION 2A SUB-TOTAL</b></p>		_____

**BID RESPONSE FORM**

**Part A - (Section 2B) - TURN OVER SERVICES**

**Additive (Services to be performed if requested)**

Contract Service	Annual Charge	TOTAL
1. Greek Village Building B	_____	_____
2. Greek Village Building C	_____	_____
3. Greek Village Building D	_____	_____
4. Greek Village Building E	_____	_____
5. Greek Village Building G	_____	_____
6. Greek Village Building H	_____	_____
7. Greek Village Building I	_____	_____
8. Greek Village Building J	_____	_____
9. Greek Village Building K	_____	_____
10. Greek Village Building L	_____	_____

**BID RESPONSE FORM**

**Part A - (Section 3A) - ANNUAL TURN OVER SERVICES (Residence Halls)**

All labor, equipment and supplies to do a turn over cleaning - to be performed annually.

Contract Service	Annual Charge	TOTAL
1. Washington Hall	_____	_____
2. St. Tammany Hall	_____	_____
3. Louisiana Hall	_____	_____
4. Pride Hall	_____	_____
5. Tangipahoa Hall	_____	_____
6. Hammond Hall	_____	_____
7. Taylor Hall	_____	_____
8. Livingston Hall	_____	_____
9. Ascension Hall	_____	_____
10. Twelve Oaks Hall	_____	_____
11. Cardinal Newman	_____	_____
12. Greek Village Building M	_____	_____
<p style="text-align: center;">*****</p> <p><b>SECTION 3A SUB-TOTAL</b></p>	_____	_____

**BID RESPONSE FORM**

**Part A - (Section 3B) - ANNUAL TURN OVER SERVICES**

**Additive - Additional Cleaning to be performed if requested**

Contract Service	Annual Charge	TOTAL
1. Greek Village Building B	_____	_____
2. Greek Village Building C	_____	_____
3. Greek Village Building D	_____	_____
4. Greek Village Building E	_____	_____
5. Greek Village Building G	_____	_____
6. Greek Village Building H	_____	_____
7. Greek Village Building I	_____	_____
8. Greek Village Building J	_____	_____
9. Greek Village Building K	_____	_____
10. Greek Village Building L	_____	_____

**BID RESPONSE FORM****Part A - (Section 4) - TURN OVER CLEANING SOUTHEASTERN OAKS****Additive - Additional Cleaning Staff if needed**

In the event more apartments vacate than the three custodians assigned to Southeastern Oaks and Greek Village can clean, custodians from other areas may be temporarily reassigned to complete cleaning. If custodians cannot be temporarily reassigned, please provide the following prices for cleaning utilizing additional staff.

<b>Contract Service</b>	<b>TOTAL</b>
1. Cost of Cleaning 4 Bedroom Apartment	_____
2. Cost of Cleaning 2 Bedroom Apartment	_____
3. Cost of Cleaning 1 Bedroom Only	_____
4. Cost to Clean Kitchen	_____
5. Cost to Clean Living Room	_____
6. Cost to Clean Bathroom	_____
7. Cost to Clean Balcony (2 bedroom)	_____
8. Cost to Shampoo Carpet In 4 Bedroom Apartment	_____
9. Cost to Shampoo Carpet In 2 Bedroom Apartment	_____
10. Cost to Shampoo Carpet In 1 Bedroom	_____
11. Cost to Shampoo Carpet In Living Room	_____
12. Cost to Top Scrub/Strip and Wax Kitchen and Hallway Tile	_____

**BID RESPONSE FORM**

**PART B - STRAWBERRY STADIUM, PRESSBOX / SUITES / CONCOURSE, INTERMODAL TRANSPORT FACILITY, ALUMNI BASEBALL FIELD POST GAME**

Contract Service	Cost Per Month/Job/Game	Calculation Factor	TOTAL
1. Daily Service - Strawberry Stadium	_____ per month	Multiplied X 12	_____
2. Powerwashing Strawberry Stadium and Concourse Area (per job)	_____ per job	Multiplied X 3	_____
3. Event Cleaning - Strawberry Stadium	_____ per game	Multiplied X 6	_____
4. Event Cleaning - Victory Club and Suites, Pressbox-Suites Areas (5 <sup>th</sup> and 6 <sup>th</sup> floors), Billups Room, Visiting Teams Locker Room, All Restrooms, Dugas (Lions's locker room), Concourse, and East Stadium Ticket Booth	_____ per game	Multiplied X 6	_____
5. Event Cleaning - Intermodal Transit Facility (all levels)	_____ per game	Multiplied X 6	_____
6. Event Cleaning - Tailgating area	_____ per game	Multiplied X 6	_____
7. Event Cleaning Soccer - Cleaning West Side of Strawberry Stadium (only) including concourse and restrooms after Soccer games	_____ per game	Multiplied X 12	_____
***** <b>PART B SUB-TOTAL (Items 1 - 7)</b>			

BID RESPONSE FORM

PART C - DUGAS CENTER

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

\*\*\*\*\*PART C SUB-TOTAL (12 months) \_\_\_\_\_

PART D - NAQUIN CENTER

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

\*\*\*\*\*PART D SUB-TOTAL (12 months) \_\_\_\_\_

PART E - WEST STRAWBERRY STADIUM - (Includes 1<sup>st</sup> floor, 2<sup>nd</sup> floor, 5<sup>th</sup> floor, 6<sup>th</sup> floor, Soccer Locker Room, and Concourse

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

\*\*\*\*\*PART E SUB-TOTAL (12 months) \_\_\_\_\_



BID RESPONSE FORM

PART F - INTERMODAL TRANSIT FACILITY - (Elevator, Lobby, Stairs and Restrooms)

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

\*\*\*\*\*PART F SUB-TOTAL (12 months) \_\_\_\_\_

PART G - East Strawberry Stadium (Restroom and Stadium)

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

\*\*\*\*\*PART G SUB-TOTAL (12 months) \_\_\_\_\_

PART H - BASEBALL COMPLEX GENERAL CLEANING / EVENT CLEANING

Contract Service	Per Unit	Calculation Factor	TOTAL
1. All Daily / Weekly / Monthly / Quarterly / Semiannual / Annual Specified Services	_____ per month	Multiplied X 12	_____
2. Event Cleaning Services	_____ per event	Multiplied X 30	_____

\*\*\*\*\*PART H SUB-TOTAL (Items 1 - 2) \_\_\_\_\_

BID RESPONSE FORM

PART I - NORTH CAMPUS ATHLETICS GYM

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

\*\*\*\*\*PART I SUB-TOTAL (12 months) \_\_\_\_\_

PART J - NORTH OAK PARK

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

\*\*\*\*\*PART J SUB-TOTAL (12 months) \_\_\_\_\_

PART K - CLAUDE B. PENNINGTON JR. STUDENT ACTIVITY CENTER

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

\*\*\*\*\*PART K SUB-TOTAL (12 months) \_\_\_\_\_

BID RESPONSE FORM

Part L - WAR MEMORIAL STUDENT UNION COMPLEX

Contract Service	Per Unit	Calculation Factor	TOTAL
1. All Daily / Weekly / Monthly Specified Services	_____ per month	Multiplied X 12	_____
2. Semiannual Services	_____ per event	Multiplied X 2	_____

\*\*\*\*\* Part L SUB-TOTAL BID PRICE 1 - 2: \_\_\_\_\_

PART M - CLARK HALL / CLARK HALL ANNEX

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

\*\*\*\*\*PART M SUB-TOTAL (12 months) \_\_\_\_\_

PART N - EAST STADIUM / EAST STADIUM ANNEX

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

\*\*\*\*\*PART N SUB-TOTAL (12 months) \_\_\_\_\_

BID RESPONSE FORM

PART O - FAYARD HALL

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

\*\*\*\*\*PART O SUB-TOTAL (12 months) \_\_\_\_\_

PART P - KINESIOLOGY AND HEALTH STUDIES BUILDING

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

\*\*\*\*\*PART P SUB-TOTAL (12 months) \_\_\_\_\_

PART Q - POTTLE MUSIC HALL / MUSIC ANNEX / MUSIC RECITAL HALL

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

\*\*\*\*\*PART Q SUB-TOTAL (12 months) \_\_\_\_\_

BID RESPONSE FORM

PART R - CAMPBELL HALL

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

\*\*\*\*\*PART R SUB-TOTAL (12 months) \_\_\_\_\_

PART S - TINSLEY HALL

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

\*\*\*\*\*PART S SUB-TOTAL (12 months) \_\_\_\_\_

PART T - MCGEHEE HALL

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

\*\*\*\*\*PART T SUB-TOTAL (12 months) \_\_\_\_\_

BID RESPONSE FORM

PART U - MEADE HALL

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

\*\*\*\*\*PART U SUB-TOTAL (12 months) \_\_\_\_\_

PART V - SCIENCE ANNEX

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

\*\*\*\*\*PART V SUB-TOTAL (12 months) \_\_\_\_\_

PART W - PURSLEY HALL

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

\*\*\*\*\*PART W SUB-TOTAL (12 months) \_\_\_\_\_

BID RESPONSE FORM

PART X - THELMA RYAN BIOLOGICAL SCIENCE BUILDING

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

\*\*\*\*\*PART X SUB-TOTAL (12 months) \_\_\_\_\_

PART Y - COMPUTER SCIENCE AND TECHNOLOGY BUILDING

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

\*\*\*\*\*PART Y SUB-TOTAL (12 months) \_\_\_\_\_

PART Z - CARDINAL NEWMAN HALL

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

\*\*\*\*\*PART Z SUB-TOTAL (12 months) \_\_\_\_\_

**BID RESPONSE FORM**

**PART AA - HEALTH CENTER**

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

\*\*\*\*\*PART AA SUB-TOTAL (12 months) \_\_\_\_\_

**PART BB - COLUMBIA THEATRE**

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

\*\*\*\*\*PART BB SUB-TOTAL (12 months) \_\_\_\_\_

**PART BB - COLUMBIA THEATRE**

Bidders shall be required to quote on the following janitorial services costs. Prices shall not be used in determination of the successful award calculation, but should be reasonable charges in accordance with industry standards or pro-rated with prices quoted elsewhere in this bid.

**Other Prices Required:**

1. Event cleanup cost (including supplies) = \_\_\_\_\_ per labor hour.  
There are approximately 60-70 events at the Columbia Theatre. Staff may be needed before during and after the event for cleanup. Bid price to be cost per labor hour.
2. One time cost to shampoo theater seats = \_\_\_\_\_



BID RESPONSE FORM

PART CC - TURTLE COVE / GALVA CANAL (Located in Manchac, LA)

Contract Service	Per Unit	Calculation Factor	TOTAL
1. All Monthly Specified Services	_____ per month	Multiplied X 12	_____

\*\*\*\*\*PART CC SUB-TOTAL (12 months) \_\_\_\_\_

PART DD - ALUMNI CENTER

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

\*\*\*\*\*PART DD SUB-TOTAL (12 months) \_\_\_\_\_

**BID RESPONSE FORM****OTHER BID PRICES REQUIRED (PARTS A THROUGH DD)**

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 1,000,000 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>
---	------------------	----------------	--------------------

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:

<u>BUSINESS NAME</u>	<u>BUSINESS ADDRESS</u>	<u>TELEPHONE</u>	<u>CONTACT</u>
----------------------	-------------------------	------------------	----------------

- 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 designated location on the SOUTHEASTERN campus on the date and time specified and the Bidder should allow sufficient time to participate in the entire conference/inspection tour. Failure to be represented at the mandatory pre-bid conference/inspection tour shall result in rejection of the bid without further consideration. No other arrangements for an on-site inspection shall be made for any Bidder unable to attend on the date and time specified.

**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 (January through December) 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 insure 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 30/31<sup>st</sup> 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 supervisor's 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.

The Contractor shall provide, at a minimum, at least one (1) full-time supervisor for Athletics, at least one (1) full-time supervisor for Academics, at least one (1) full-time supervisor for Housing, at least one (1) full time supervisor for the Student Union and any additional supervisor(s) required for each area outlined in the specifications.

**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 - UNIVERSITY HOUSING**

**SCOPE**

This portion of the contract shall include all labor, equipment, materials, service, supervision, cleaning supplies, toiletries and any other means necessary to perform janitorial housekeeping services. The Contractor shall provide hand soap, toilet tissue, paper towels, automatic motorized fragrance mist and all dispensers.

The following areas will not require furnishing of toilet tissue unless indicated:

Residence Hall Rooms (except during Summer Camps)

THE CONTRACTOR SHALL FURNISH PAPER ROLL TOWELS, LIQUID ANTIMICROBIAL HAND SOAP AND AUTOMATIC, MOTORIZED FRAGRANCE SPRAY AND ALL DISPENSERS IN THE **HOUSING OFFICE, LAUNDRY ROOMS, PUBLIC RESTROOMS AND RESIDENCE HALL LOBBY FACILITIES.** UNIVERSITY HOUSING HAS 14 RESTROOM AREAS FOR PUBLIC USE: PRIDE HALL HOUSING OFFICE (2), LOUISIANA HALL LAUNDRY (1), CARDINAL NEWMAN HALL LOBBY (2), SE OAKS COMMONS (2), GREEK VILLAGE A, F, M (3), ASCENSION HALL (2), TWELVE OAKS HALL (2). ALL RESTROOMS REQUIRE TOILET TISSUE/ DISPENSER, PAPER ROLL TOWELS/ DISPENSER (REN06132, 7.5"x800'), HAND SOAP/DISPENSER (RENOWN EFM FOAM HANDWASH: REN02522) AND AUTOMATIC, MOTORIZED FRAGRANCE SPRAY MIST/DISPENSER TO MATCH CURRENT DISPENSER IN STUDENT UNION OR BETTER. UNIVERSITY HOUSING WILL SELECT FRAGRANCE.

The contractor shall be responsible for furnishing a replacement custodian in the event of sickness or absence of the Supervisor or regular worker. 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. Additional personnel are left to the discretion of the contractor. The contractor will be expected to have the facility in first-rate condition according to the specifications.

All buildings shall have no less than two mops, brooms, cleaning supplies, mop buckets, strainer, disinfectant and dust pan accessible at all times. Southeastern Oaks Commons, Greek Village F and M shall have two mops each for the north campus area with the above mentioned items.

The cleaning will be performed in all common areas of the following Residence Halls; Washington, St. Tammany, Tangipahoa, Hammond, Louisiana, Pride, Taylor, Livingston, Ascension, Twelve Oaks and Cardinal Newman, Village M, Southeastern Oaks and Greek Village.

Daily Requirements are (Monday through Thursday) 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break. Summer hours may need to be adjusted for more time on Friday's and/or weekends depending on camps/conferences scheduled and for the End of Academic Year Cleaning.

Common areas; include, but are not limited to lobby, study rooms, trash rooms, elevators, class rooms, dining areas, vending areas, laundry rooms, enclosed/interior hallways, exterior breezeways and interior and exterior stairwells, office spaces, conference rooms, any other meeting spaces, grounds areas, meeting rooms, and kitchenettes. For Southeastern Oaks and Greek Village, the Oaks Commons, Village F and Village A are included as common spaces. **The**

residents of these buildings, are responsible for the housekeeping and cleanliness of their apartments.

The Contractor shall remove any overfilled trash left on the floor in trash chute rooms and not placed down the chute.

The Contractor will only clean mold/mildew with an approved product that is equal to or greater than the product, Wildew. Contractor shall provide this product.

The only approved enzyme cleaner for furniture is ZYME-AWAY or a product that is equal to or greater than. The contractor shall provide this product.

#### **SUPERVISION**

The Contractor shall provide one (1) full time on-site supervisor Monday - Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.

The supervisor shall communicate directly with University Housing to coordinate all schedules of cleaning, etc. The supervisor shall manage and track custodian attendance which will be share with the University upon request.

#### **MINIMAL LABOR REQUIREMENTS:**

1. Washington and St. Tammany- one shared custodian Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.
2. Hammond and Tangipahoa- one shared custodian Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.
3. Louisiana and Pride- one full time and one part time custodian. Full time hours Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break. Part time hours 7:30-11:30 a.m. or four (4) hours as determined by University Housing.
4. Taylor and Livingston- one shared custodian Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.
5. Ascension and Twelve Oaks- three shared custodians Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.
6. Southeastern Oaks & Greek Village- three shared custodians Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break.
7. Provide two custodians to pick up trash on grounds, parking lot, around dumpster enclosures, in between buildings and landscaping, clean and sanitize trash chute and to empty and clean all exterior trash cans and trash rooms 7:15 a.m. to 4:00 p.m with a 45 minute lunch break Monday-Friday. Provide one custodian on Sundays from 7:00-11:00am to empty exterior trashcans and perform other duties as stated above. They will be responsible for rotating dumpsters daily or as needed. They can also help with other cleaning duties within University Housing as necessary.

8. Provide two custodians to clean walkways and stairwells on a daily basis. Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break. They can also help with other cleaning duties within University Housing as necessary.
9. Provide one full time on-site supervisor Monday-Thursday 7:30 a.m. to 5:00 p.m. with a 45 minute lunch break and Friday 7:30 a.m. to 12:30 p.m. with no lunch break. (University Housing will require its own supervisor)
10. Provide one full time custodian to focus mainly on mold/mildew tickets submitted during the following time periods, April 1<sup>st</sup> - May 31<sup>st</sup> and August 1<sup>st</sup> - October 31<sup>st</sup>. During the other time periods throughout the year, this custodian can be utilized in other areas as long as the daily tickets are addressed as priority first.

**FACILITIES TO BE SERVICED:**

1. Washington Hall- 4 story/ hallway / 176 rooms/ 2 room suite type bath/kitchenette arrangement / approx. 47,080 sq. ft.
2. St. Tammany Hall- 4 story / hallway / 182 rooms / 2 room suite type bath/ kitchenette arrangement / approx. 47,080 sq. ft.
3. Livingston Hall- 4 story / hallway / 187 rooms / 2 room suite type bath / kitchenette arrangement/ approx. 48,325 sq. ft.
4. Louisiana Hall - 4 story / hallway / 80 rooms / bathroom in each room / approx. 35,780 sq. ft.
5. Pride Hall - 4 story / hallway (2-4 floors)\* / 107 rooms / bathroom in each room / Housing Office on the first floor / approx. 55,769 sq. ft.
6. Tangipahoa Hall - 4 story / hallway / 77 rooms / bathroom in each room / approx. 31,651 sq. ft.
7. Hammond Hall - 4 story / hallway / 102 rooms / bathroom in each room / approx. 42,661 sq. ft.
8. Taylor Hall - 4 story / hallway / 112 rooms / bathroom in each room / approx. 44,593 sq. ft.
9. Ascension Hall - 4 story\* / LVT hallway / 278 rooms / bathroom in each room / Mixed 2 room suite (kitchenette) and shared suite/ micro-fridge in all rooms/ kitchenette/ Meeting Room/ Dining on partial first floor/ approx. 84,399 sq ft.
10. Twelve Oaks Hall - 4 story / LVT hallway / 278 rooms / bathroom in each room / Mixed 2 room suite (Kitchenette) and shared suite/ micro-fridge in all rooms/ kitchenette/ Multimedia Rooms on partial first floor/ approx. 83,701 sq. ft.
11. Southeastern Oaks Building # 1 - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft.
12. Southeastern Oaks Building # 2 - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft.



13. Southeastern Oaks Building # 3 - 3 story / balcony entrance / 12 - 2 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 8,424 sq. ft.
14. Southeastern Oaks Building # 4 - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft.
15. Southeastern Oaks Building # 5 - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft.
16. Southeastern Oaks Building # 6 A - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft.
17. Southeastern Oaks Building # 6 B - 3 story / balcony entrance / 12 - 4 bedroom apartments / 2 bedrooms share a bathroom / common area, kitchen and living room / approx. 12,324 sq. ft./ LVT in common areas/ bathrooms
18. Greek Village Building A Commons area - meeting room / 1 bathroom / approx. 1000 sq. ft.
19. Greek Village Building B - 2 story / hallway / 8 rooms / bathroom in each room / approx. 4542 sq. ft.
20. Greek Village Building C - 2 story / hallway / 8 rooms / bathroom in each room / approx. 4542 sq. ft.
21. Greek Village Building D - 2 story / hallway / 11 rooms / bathroom in each room / approx. 5912 sq. ft.
22. Greek Village Building E - 2 story / hallway / 11 rooms / bathroom in each room / approx. 5912 sq. ft.
23. Greek Village Building F - Laundry Room / 1 bathroom / approx. 1,400 sq.ft
24. Greek Village Building G - 2 story / hallway / 11 rooms / bathroom in each room / approx. 5912 sq. ft.
25. Greek Village Building H - 2 story / hallway / 11 rooms / bathroom in each room / approx. 5912 sq. ft.
26. Greek Village Building I - 2 story / hallway / 11 rooms / bathroom in each room / approx. 5912 sq. ft.
27. Greek Village Building J - 2 story / hallway / 6 rooms / bathroom in each room / approx. 3184 sq. ft.
28. Greek Village Building K - 2 story / hallway / 8 rooms / bathroom in each room / approx. 4542 sq. ft.
29. Greek Village Building L - 2 story / hallway / 8 rooms / bathroom in each room / approx. 4542 sq. ft.
30. Greek Village Building M - 3 story / hallway / 44 rooms / bathroom in each room / approx. 9439 sq. ft.

Hammond, Livingston, Louisiana, Pride, St. Tammany, Tangipahoa, Taylor and Washington, Ascension and Twelve Oaks Halls, Southeastern Oaks, Greek Village.

Individual Student Rooms are excluded from these services unless stated and pre-scheduled or authorized by housing staff.

**SECTION 1 - DAILY SERVICES:**

**A. Floors**

1. All tile (VCT/LVT) surface floors shall be swept/dust mopped and spot mopped with an approved cleaner.
2. All concrete hallways shall be swept and spots shall be removed.
3. All carpet shall be vacuumed with commercial vacuuming equipment and spots removed.
4. All stairs and stairwells shall be swept and/or vacuumed and spots removed.
5. All spillage shall be removed from hard surface areas and wet mopped or steam cleaned or from carpet and vacuumed and cleaned as required.
6. All exterior entrance concrete shall be swept and spillages removed.
7. All entrance door mats shall be cleaned. Carpet mats shall be vacuumed and Rubber mats swept out/ and cleaned with water hose as needed.
8. All areas swept, dust mopped, or vacuumed and shall be left clean and free of noticeable dust and debris.
9. All spots shall be removed from concrete surfaces daily. Steam clean spots on concrete walk areas. If necessary clean door thresholds and water fountains.
10. Clean hand railings and all other railings.
11. Spot clean baseboards in walkways as needed.
12. All hardy plank walls shall have spots removed.
13. Room doors shall be kept clean and free of tape residue.
14. Entrance, stairwell and other doors shall be kept clean and free of tape or any other residue.

**B. Restrooms**

1. Floors shall be swept and wet mopped with a disinfectant. This mop/mop head shall be separate from the mop used in all other areas.
2. Toilets shall be cleaned with an approved bowl cleaner.
3. Lavatories shall be cleaned, sanitized and rinsed thoroughly.
4. Lavatory, toilet and fixtures shall be cleaned and sanitized.
5. Shelves and lavatory counters shall be cleaned and sanitized.
6. Mirrors shall be cleaned with mirror cleaner.
7. Fittings and supply pipes shall be cleaned.
8. Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
9. Waste receptacles shall be emptied and all debris deposited in designated areas.
10. Waste receptacles shall be sanitized and deodorized as necessary.
11. Towel, toilet tissue and liquid hand soap receptacles shall be refilled.

**SECTION 1 - DAILY SERVICES - continued:**

**C. Receptacles/Trash Bins**

1. Waste receptacles (inside & outside) shall be emptied and resulting debris placed in designated areas throughout the day, specifically every morning, afternoon and as needed. The custodian shall exercise extreme care in placing trash in bins in order not to have trash spill from the bins. Any spillage shall be cleaned.
2. The custodian shall not place trash in bins that are full.
3. Waste receptacles shall be cleaned, sanitized and deodorized as necessary. Keep tops clean. Remove gum and other foreign objects daily.
4. Trash bins that are not in use shall be located in the designated enclosure.
5. Trash bins shall be swapped out every morning or as needed. The lids on the bins shall be closed at all times while in the exterior enclosure.
6. Custodians shall remove any overfilled trash left on the floor in trash chute rooms and not placed down the chute.

**D. Dusting**

1. All office/lobby chairs, sofas, desks, filing cabinets, book cases, counters, tables, office furniture, lobby furniture shall be cleaned, dusted and /or polished.
2. All window sills, ledges, moldings, picture frames, room number plates etc. in eyesight, at eye level or within arm's reach shall be dusted.
3. Specified office machines shall be cleaned and dusted as indicated by building personnel.

**E. Glass**

1. Entrance and 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.

**F. Elevators**

1. Elevator floors shall be swept, mopped and kept spot free.
2. Elevator walls and ceiling shall be cleaned with an approved cleaner.
3. Metal trim and doors shall be polished.
4. Elevator door tracks shall be vacuumed and steam cleaned.
5. Remove graffiti immediately

**G. Kitchen and Laundry Rooms**

1. Floors shall be swept or dust mopped and then wet mopped with a neutral cleaner.
2. Waste receptacles shall be emptied and resulting food and debris placed in exterior trash bins.
3. Waste receptacles shall be sanitized and deodorized as necessary.
4. Kitchen sinks shall be cleaned, sanitized and rinsed thoroughly.
5. Counters and table areas shall be cleaned and sanitized.
6. Microwave and range if applicable and refrigerator exteriors shall be damp wiped as necessary.
7. Clean outside of washers and dryers.
8. Clean baseboards.

**H. Miscellaneous**

1. Drinking fountains shall be cleaned and sanitized.
2. Marks shall be removed from painted surfaces as required.
3. Straighten all chairs, desks, tables and other furniture in an orderly fashion.
4. All exterior entrance doorways shall be policed of debris.
5. Clean interior of dumpster surrounds, power wash as necessary.
6. Trash rooms emptied daily and more often as needed.
7. Clean light fixtures as needed.
8. Clean mold and/or mildew from student rooms and other areas as requested by Housing staff with approved cleaner.
9. Clean glass on bulletin boards.
10. Clean graffiti as needed.
11. Clean student rooms when they move out, as requested or scheduled.
12. Sweep surrounding building sidewalks of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. Pick up litter around the building, in landscaping, parking lot, courtyard, and designated grass areas. All trash shall be gathered and disposed of.
13. Custodial closets shall be kept clean and orderly.
14. The Daily cleaning of Southeastern Oaks will include exterior breezeways and exterior stairwells, grounds and parking lots. This will also include the daily cleaning of the Oaks Commons (laundry and meeting room). The residents of these buildings, are responsible for the housekeeping and cleanliness of their apartments.
15. Mop heads and dust mops shall be laundered and sanitized as needed.

**SECTION 1 - WEEKLY SERVICES:**

**Individual Student Rooms are excluded from these services unless pre-scheduled or authorized by Housing staff.**

1. All tiled and terrazzo surfaced areas shall be buffed as necessary. In areas with LVT, spaces will be cleaned weekly with a T-3 machine or equivalent with a white pad.
2. All interior concrete hallways and walkways shall be cleaned no less than once per week with a scrubber with cylindrical brushes to clean concrete walkways and common areas. It must be the type to put down and pick up the water. Scrub stairwell steps and landings.
3. Clean ceiling fans.
4. The three metal roof overhangs at Pride Hall shall be swept and cleaned.
5. First floor exterior trash room (where the chute is located) concrete floors and around chute/ dumpster area shall be scrubbed and sanitized.
6. Steam clean door thresholds & water fountains as needed.
7. Clean baseboards in walkway.
8. Remove gum from walkways and stairwells.
9. Wet mop all floors with approved cleaner.
10. The Weekly cleaning of Greek Village will include interior and exterior stairwells and interior hallways. The interior hallways and stairwells shall be swept and mopped. The residents of these buildings, are responsible for the housekeeping and cleanliness of their parlors and individual rooms. (This does not include Village M. Also, Village B, C and J will need to have common areas (parlor/kitchen), hallways and stairwells cleaned DAILY similar to the residence halls as long as the houses do not contain a specific Greek Organization.)

**SECTION 1 - MONTHLY SERVICES:**

**Individual Student Rooms are excluded from these services unless pre-scheduled or authorized by Housing staff.**

1. Clean 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 vent grills (high grills requiring an extension ladder or scaffolding to reach are excluded).
5. Vacuum all blinds of dust.
6. Entrance doormats shall be cleaned in an appropriate manner.
7. Clean trash chute. This will require moving all trash bins from the first floor exterior trash rooms. A disinfectant should be sprayed down chute and the valve shall be turned on. Clean more often if necessary or as requested by Housing.

**SECTION 1 - SEMIANNUALLY:**

**Individual Student Rooms are excluded from these services unless pre-scheduled or authorized by University Housing staff.**

1. Pressure wash stairwells and trash rooms in Washington, St. Tammany, Pride, Tangipahoa, Hammond, Taylor, Louisiana and Livingston Halls. Southeastern Oaks and Greek Village stairwells and walkways shall be pressure washed.
2. Strip and wax tile and shampoo carpet in all lobby, study rooms, conference room, any other meeting space, laundry rooms, interior trash rooms, offices (to include Housing Office) and other deemed common spaces.
3. Greek Village-strip and wax laundry room (Village F) and strip and wax tile space in Village A.
4. Southeastern Oaks-strip and wax tile and shampoo carpet in Oaks Commons.

**All other areas in the building, unless otherwise specified by the building management supervisor, shall be a part of this contract.**

**End OF FALL SEMESTER CLEANING**

The current contractor staff will be utilized to clean all completely vacated rooms/apartments, as well as, the living/bed space and common spaces areas of partially vacated double rooms, single suites and apartments at the end of each Fall semester as requested by University Housing. Partially vacated spaces where personal belongings are still present in half of the space will require an escort from the University Housing Office.

**END OF ACADEMIC YEAR CLEANING**

The current contractor staff will be utilized to clean rooms at the end of each academic Spring semester. When the students leave at the end of the Spring semester the rooms shall be cleaned by current contractor staff for Summer camps. (NOTE: Multiple buildings will need to be completely turned over within approximately one week's time to be ready for camps/conferences. Extra staff will be required to complete all end of academic year cleaning and weekend hours may also be required during this time period to ensure all necessary buildings are ready in time.)

**SUMMER ACTIVITY CAMPS/CONFERENCES**

Each room will have to be cleaned after each Summer camp/conference event and will be part of the normal monthly service. Weekend hours may be required to complete camp turnovers. The Contractor shall provide one roll of toilet paper and one garbage bag per room prior to each camp checking in. A schedule of used buildings will be provided to the contractor. The Housing Custodial Supervisor will receive a copy of each camp floor plan showing actual occupancy after each camp check-in to identify actual used rooms.

The Contractor will pressure wash all sidewalks around residential buildings on Main Campus and North Campus.

**SECTION 2A / 2B / 3A / 3B/ 4 - TURN OVER SERVICES**

**Summer turn over services shall be performed by additional staff to be provided by the contractor. Services to be performed by additional staff are:**

**Section 2A (to be performed)**

1. Strip and wax all tile floors throughout residential halls. Strip all tile floors with an approved stripper and apply 3-4 coats of an approved wax. **This will require the removal of all furniture from spaces as determined by University Housing.**

**Section 2B - (if requested)**

1. Strip and wax all Greek Village Buildings that have tile floors and sweep/scrub with wet mop all Greek Village buildings with LVT floors of requested - B/C/D/E/G/H/I/J/K/L/M. Strip all tile floors with an approved stripper and apply 4 coats of an approved wax. **This will require the removal of all furniture from spaces as determined by University Housing.**

**Greek Village Turn Over services must be completed by July 1<sup>st</sup>. Priority of Turn Overs in all spaces that are occupied will be determined by University Housing.**

**Section 3A (to be performed) and Section 3B (if requested)**

**Perform all daily, weekly and monthly services in each room. In addition perform the following:**

1. Wipe down chairs with approved cleaner/ Shampoo fabric chairs
2. Clean counter tops
3. Clean outside, inside and top of cabinets
4. Clean sink
5. Wipe down walls and remove marks (including tape, command strips and other residue)
6. Clean baseboards
7. Clean A/C front (vent/grill)
8. Clean bathtub and walls
9. Clean toilet
10. Clean mirror
11. Dust the outside of all light fixture covers
12. Clean closets and armoires- wipe down with approved furniture polish
13. Clean desks, dressers, and bookshelves. Wipe out drawers and wipe down with an approved furniture polish.
14. Sanitize mattress and remove spots. Wipe down bed frames with an approved furniture polish or approved cleaner.
15. Clean marks off doors (including tape residue)
16. Dust window blinds

17. Clean inside of windows
18. Clean window ledge
19. Clean outside of switches and outlets
20. Dust/ Vacuum exhaust vent
21. Dust ceiling
22. Clean Micro-fridge
23. Shampoo Carpeted spaces

#### **SECTION 4 - SOUTHEASTERN OAKS TURN OVER CLEANING**

When an apartment is vacated the following cleaning shall be done. When a partial apartment is vacated University Housing will determine which areas to clean. Turn over cleaning WILL BE more than the (3) assigned custodians can handle in the time period given; additional staff WILL BE REQUIRED to accomplish the turn over cleaning.

Residents will be consolidated immediately following Spring Commencement into one-two buildings in the Oaks. The rooms will need to be cleaned prior to the consolidation and the other five buildings shall be turned over. If a room is occupied by a resident that will continue to live in the space in the Fall, the turnover shall take place prior to the consolidation. After the unoccupied spaces are turned over the occupants of the remaining spaces will be relocated to their Fall assignments. At this time all remaining spaces that were used during the consolidation shall have turn over services performed.

##### **A. Kitchen**

1. Wipe down tables and chairs
2. Clean counter tops
3. Clean outside, inside and top of cabinets
4. Clean inside, outside and under refrigerator, stove/ oven, microwave
5. Clean inside and outside of dishwasher
6. Clean Sink with approved cleaner/ polish
7. Clean Pantry, to include cleaning racks
8. Wipe down walls and dust ceiling
9. Clean outside of light switches and outlet
10. Scrub all kitchen floors that are LVT. Scrub and wax kitchen floors that are VCT. Scrub kitchen floor
11. Clean baseboards
12. Dust A/C vents and ceiling
13. Remove and replace drip pans on stove top (University Housing will provide drip pans)
14. Clean Kitchen Hood inside/outside, clean hood vent filter with degreaser

##### **B. Bathroom**

1. Scrub, clean and sanitize toilet
2. Scrub, clean and sanitize sink
3. Scrub, clean and sanitize bathtub and tub walls
4. Scrub floor
5. Clean Mirror (with approved cleaner)
6. Clean inside and outside of sink cabinet
7. Clean outside of light switches and outlets
8. Wipe down walls
9. Dust/ wipe down light fixture and vents
10. Clean Closet
11. Clean Baseboards

**C. Living Room**

1. Clean marks off walls
2. Clean and dust light fixtures, ceiling fan and A/C vents
3. Dust ceiling and window blinds
4. Clean windows and ledges
5. Vacuum/shampoo any units with carpet. Scrub/wax any entrances with VCT. Scrub any entrances with LVT. Clean baseboards
6. Wipe all hard surface furniture with polish, leaving streak free surface
7. Clean outside of switches and outlets
8. Shampoo fabric furniture/ wipe down vinyl furniture / clean under cushions

**D. Bedrooms**

1. Clean mirrors
2. Vacuum any units with carpet
3. Clean closet
4. Wipe down beds, furniture and desks
5. Dust Blinds
6. Clean window and ledges
7. Remove spots from mattresses and disinfect
8. Clean and Dust Ceiling fans
9. Clean Baseboards
10. Clean outside of switches and outlets
11. Clean marks off wall and dust ceiling
12. Dust A/C vents
13. Clean desk and dresser including drawers with approved cleaner
14. Dust Blinds
15. Shampoo any units with carpet.
16. Dust ceiling
17. Vacuum closet tracks

**E. Hallway**

1. Strip/top scrub and wax all tile in hallway in buildings with VCT
2. Scrub floors in hallways with approved machine by contract coordinator in buildings with LVT
3. Wipe all baseboard in hallway
4. Vacuum A/C unit grill

**F. Miscellaneous**

1. Wipe down all doors and door frames (use of magic eraser may be required)
2. Remove any adhesive residue, to include tape, stickers, putty, command strips and other adhesive mounts from walls, doors or ceiling
3. Two Bedroom Apartments only: Clean Balcony

**Southeastern Oaks Summer turn over services must be completed by August 1st for all buildings, unless approved by University Housing. Priority of Turn Overs in all spaces that are occupied will be determined by Housing.**



**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART B - STRAWBERRY STADIUM GENERAL CLEANING / STRAWBERRY STADIUM EVENT CLEANING**

**SCOPE**

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

This portion of the contract covers the general cleaning required for Strawberry Stadium and the cleaning required for events held at Strawberry Stadium which also includes surrounding buildings and areas.

**STADIUM INFORMATION**

Capacity - 7408

Artificial turf

**STRAWBERRY STADIUM GENERAL CLEANING**

**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. 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.
3. The Contractor shall provide a minimum of (1) custodian for (20) hours per week between the hours of (schedule to be approved by 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

4. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
5. 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.
6. Upon prior approval of 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 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.

**SECTION 1 - DAILY SERVICE**

1. Pick up all trash and clean spills in and around stadium.
2. Blow and remove all debris off of the field, sidelines and surrounding area.

**SECTION 2 - ADDITIONAL SERVICE**

- A. Power wash Strawberry Stadium (Three (3) times per year - schedule dates with the Athletics representative)
1. Power wash all seating areas, seats, steps, rails, banner signs, walkways and gutters. The Contractor will provide all labor, equipment and supplies to complete the task in a timely manner.
- B. Power wash the Concourse (area between West Stadium and the Intermodal Transit Facility) and areas immediately adjacent to Gates 1 and 2 of West Stadium (Three (3) times per year - schedule dates with the Athletics representative)

**STRAWBERRY STADIUM EVENT CLEANING**

**FOOTBALL - Dates and Times TBD - Approximately 6 games**

**GENERAL REQUIREMENTS**

1. Custodial service shall be performed on the dates and times TBD.
2. Custodial service shall be performed in the buildings and areas as detailed below
3. The Contractor shall provide a minimum of (15) custodians to maintain Sections 1,2 and 3, and (15) custodians to maintain Section 4.

**SECTION 1 - CLEANING STRAWBERRY STADIUM**

1. Pick up all trash and clean spills in stadium bleachers (including temporary bleachers) and steps.
2. Pick up all trash inside the football stadium fence, and the temporary fenced areas outside the stadium
3. Blow and remove all debris off football turf and surrounding temporary fenced areas.
4. All trash must be delivered to dumpsters located in area of stadium
5. All clean-up is to be performed immediately after the conclusion of the game/event.

**SECTION 2 - CLEANING VICTORY CLUB AND SUITS, PRESSBOX-SUITES AREAS (5<sup>th</sup> and 6<sup>th</sup> floors), BILLUPS ROOM, VISITING TEAM LOCKER ROOM, ALL RESTROOMS, DUGAS (Lion's locker room), CONCOURSE AND EAST STADIUM TICKET BOOTH**

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 spillages 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
6. All entrance door mats shall be swept or vacuumed
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable of dust and debris
8. Floors shall be wet mopped with a disinfectant
9. Clean & disinfect restroom fixtures, sinks, mirrors, urinals & toilets, spot clean streaks in toilets and urinals
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. Towel, toilet tissue and antimicrobial foam hand soap receptacles shall be refilled. Vendor to provide these items
13. All furnishings shall be cleaned, dusted and/or polished
14. All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted
15. Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used
16. Partition glass shall be cleaned with a commercial glass cleaner
17. Drinking fountains shall be cleaned and sanitized
18. Corridor walls shall be cleaned as required
19. Hand marks shall be removed from painted surfaces as required
20. Straighten all chairs, desks, tables and other furniture in an orderly fashion
21. All trash must be delivered to dumpsters located in area of stadium. Exercise extreme care in placing trash in bins in order not to have trash spill from bins. Do not place trash in bins that are full
22. All clean-up is to be performed immediately after the conclusion of the game/event.

**SECTION 3 - CLEANING INTERMODAL TRANSIT FACILITY (All Levels)**

1. Blow and remove all trash and debris from each level
2. Blow and remove all trash and debris from surrounding walkways
3. All stairs and stairwells shall be swept and/or vacuumed
4. All exterior entrance concrete shall be swept
5. All entrance door mats shall be swept
6. All entrance door mats shall be swept or vacuumed
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris
8. Clean & disinfect restroom fixtures, sinks, mirrors, urinals & toilets, spot clean streaks in toilets and urinals
9. Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately
10. Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary
11. Towel, toilet tissue and antimicrobial foam hand soap receptacles shall be refilled. Vendor to provide these items
12. Entrance door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used

13. Partition glass shall be cleaned with a commercial glass cleaner
14. Elevator floors shall be swept and mopped
15. Elevator walls shall be cleaned
16. Metal trim and doors shall be polished
17. Elevator door tracks shall be cleaned
18. Drinking fountains shall be cleaned and sanitized
19. Corridor walls shall be cleaned as required
20. Hand marks shall be removed from painted surfaces as required
21. All trash must be delivered to dumpsters located in area of stadium. Exercise extreme care in placing trash in bins in order not to have trash spill from bins. Do not place trash in bins that are full
22. All clean-up is to be performed immediately after the conclusion of the game/event.

**SECTION 4 - TAILGATING (Games that occur during a regular school day, will be allowed to start after 4:00 p.m. For games that occur on Saturday, tailgating will be allowed to start at 5:00 p.m the night before the game.)**

1. Distribute approximately (50) waste receptacles throughout the tailgating area.
2. Waste receptacles shall be maintained and emptied of debris throughout tailgating.
3. Debris shall be deposited in designated areas. Waste receptacles shall be sanitized as necessary.
4. Station custodians to maintain approximately (3) buildings that are open for restroom facilities.
5. At the conclusion of tailgating, remove all waste receptacles from the tailgating area, clean up all litter and debris from the tailgating area and ensure the buildings are back in order.

**SOCCKER - Dates and Times TBD - Approximately 12 games**

**GENERAL REQUIREMENTS**

1. Custodial service shall be performed on the dates and times TBD.
2. Custodial service shall be performed in the buildings and areas as detailed below
3. The Contractor shall provide a minimum of (3) custodians.

**SECTION 1 - CLEANING STRAWBERRY STADIUM (West Side)**

1. Pick up all trash and clean spills in stadium bleachers (including temporary bleachers) and steps.
2. Pick up all trash inside the football stadium fence, and the temporary fenced areas outside the stadium
3. Blow and remove all debris off football turf and surrounding temporary fenced areas.
4. All trash must be delivered to dumpsters located in area of stadium
5. All clean-up is to be performed immediately after the conclusion of the game/event.

**SECTION 2 -ALL RESTROOMS and CONCOURSE**

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 spillages 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
6. All entrance door mats shall be swept or vacuumed
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable of dust and debris
8. Floors shall be wet mopped with a disinfectant
9. Clean & disinfect restroom fixtures, sinks, mirrors, urinals & toilets, spot clean streaks in toilets and urinals
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.
12. Waste receptacles shall be sanitized and deodorized as necessary
13. Towel, toilet tissue and antimicrobial foam hand soap receptacles shall be refilled. Vendor to provide these items
14. All furnishings shall be cleaned, dusted and/or polished
15. All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted
16. Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used
17. Partition glass shall be cleaned with a commercial glass cleaner
18. Drinking fountains shall be cleaned and sanitized
19. Corridor walls shall be cleaned as required
20. Hand marks shall be removed from painted surfaces as required
21. Straighten all chairs, desks, tables and other furniture in an orderly fashion
22. All trash must be delivered to dumpsters located in area of stadium. Exercise extreme care in placing trash in bins in order not to have trash spill from bins. Do not place trash in bins that are full
23. All clean-up is to be performed immediately after the conclusion of the game/event.

**ADDITIONAL SERVICE**

The Contractor will charge an hourly rate for custodial services (labor, equipment and supplies) above the contract requirements or for any event or athletics facility not covered by this contract.

**NOTE**

The Contractor shall understand and agree to time and or day changes of athletic events that affect the cleaning days and times required in this contract. In addition, bidders shall understand and agree that foul weather will not be considered a valid reason for non-performance of bid requirements.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART C - DUGAS CENTER**

**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 SqFt - 26,948  
Toilet Paper Dispensers - 15  
Roll Paper Towel Dispensers - 14  
Soap Dispensers - 31

**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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART D - NAQUIN CENTER**

**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 SqFt - 5,972  
Toilet Paper Dispensers - 1  
Roll Paper Towel Dispensers - 2  
Soap Dispensers - 3

**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 to 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 (1) custodians for twenty (20) 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. 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

**F. 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. Scrub rubber floor with slow speed machine.
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
3. Scrub bathroom tile floor with machine

**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. Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.
6. Vacuum all curtains and draperies
7. 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART E - WEST STRAWBERRY STADIUM (1<sup>st</sup>, 2<sup>nd</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors, Soccer locker room,  
and Concourse)**

**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 SqFt - 32,457  
Toilet Paper Dispensers - 38  
Roll Paper Towel Dispensers - 23  
Soap Dispensers - 30

**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 to 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 (1) custodian for forty (40) hours per week and (1) custodian for twenty (20) 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**

5. Watering and up keep of plants throughout the facility.
6. Feeding and up keep of animals that may be in facility.
7. Cleaning of coffee urns and making the coffee for university personnel.
8. Running errands for university personnel that are not related to custodial cleaning.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART F - INTERMODAL TRANSIT FACILITY (Elevator, Lobby, Stairs and Bathrooms)**

**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 SqFt - 4,026  
Toilet Paper Dispensers - 16  
Roll Paper Towel Dispensers - 8  
Soap Dispensers - 13

**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 (1) custodian for twenty (20) 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 stairs and stairwells shall be swept and/or vacuumed.
3. All spillage shall be removed from hard surface areas and wet mopped or from carpet and vacuumed as required.
4. All exterior entrance concrete shall be swept or blown.
5. All entrance door mats shall be swept.
6. 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 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.

**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. Straighten all chairs, desks, tables and other furniture in an orderly fashion.
5. All exterior entrance doorways shall be cleaned of debris
6. Outside benches and tables shall be kept clean and free of debris.
7. 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.

**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. Clean all non-porous surfaces of furniture with a neutral all purpose cleaner.
3. 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.
4. Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.
5. 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. Running errands for university personnel that are not related to custodial cleaning.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART G - EAST STRAWBERRY STADIUM (Restrooms and Stadium)**

**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 SqFt - 735 (restrooms)  
Toilet Paper Dispensers - 12  
Roll Paper Towel Dispensers - 4  
Soap Dispensers - 5

**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 (1) custodian for twenty (20) 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 stairs and stairwells shall be swept and/or vacuumed.
3. All spillage shall be removed from hard surface areas and wet mopped or from carpet and vacuumed as required.
4. All exterior entrance concrete shall be swept or blown.
5. All entrance door mats shall be swept.
6. 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 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.

**E. 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

**F. 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. Straighten all chairs, desks, tables and other furniture in an orderly fashion.
5. All exterior entrance doorways shall be cleaned of debris
6. Outside benches and tables shall be kept clean and free of debris.
7. 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.

**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. Clean all non-porous surfaces of furniture with a neutral all purpose cleaner.
3. 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.
4. Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.
5. 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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
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PART H - BASEBALL COMPLEX GENERAL CLEANING / BASEBALL COMPLEX EVENT CLEANING

**SCOPE**

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

This portion of the contract covers the general cleaning required for the Baseball Complex and the cleaning required for events held at the Baseball Complex which also includes surrounding buildings and areas.

**BUILDING INFORMATION**

Estimated SqFt - 1,529 (Restrooms, Dugouts, Concession, Press box and Ticket booth)  
Stadium Capacity - 2,500  
Toilet Paper Dispensers - 8  
Roll Paper Towel Dispensers - 6  
Soap Dispensers - 6

**BASEBALL COMPLEX GENERAL CLEANING (Restrooms, Dugouts, Concession, Press box, Bleachers, Ticket booth, Stadium, Concourse and Surrounding areas)**

**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. 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.
3. The Contractor shall provide a minimum of (1) custodian for twenty (20) hours per week between the hours of (schedule to be approved by 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

4. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
5. 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.

6. Upon prior approval of 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.
8. All elevator doors and hard surfaces shall be cleaned with an all purpose cleaner, All elevator floors shall be swept/mopped/vacuumed.

##### **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.
11. Pick up all trash and clean spills in and around stadium.
12. Blow and remove all debris off of the field, sidelines and surrounding area

**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.

**BASEBALL COMPLEX EVENT CLEANING**

**BASEBALL GAMES - Dates and Times TBD - Approximately 30 games, Additional cleaning dates may be added to the contract, playoff games, facility rentals and camps**

**GENERAL REQUIREMENTS**

1. Custodial service shall be performed on the dates and times TBD.
2. Custodial service shall be performed in the buildings and areas as detailed below
3. The Contractor shall provide a minimum of (11) custodians.

**SECTION 1 - CLEANING BASEBALL STADIUM COMPLEX AND PARKING LOT**

1. Pick up all trash and clean spills in stadium bleachers (including temporary bleachers) and steps.
2. Pick up all trash in and around stadium, field, dugouts, adjacent areas outside the stadium and parking lot area.
3. Blow and remove all debris off turf and surrounding areas.
4. All trash must be delivered to dumpsters located in area of stadium
5. All clean-up is to be performed immediately after the conclusion of the game/event.

**SECTION 2 - ALL AREAS LISTED IN THE GENERAL CLEANING SECTION IN ADDITION TO CLEANING DUGAS (Referee Room and bathrooms)**

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 spillages 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
6. All entrance door mats shall be swept or vacuumed
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris
8. Floors shall be wet mopped with a disinfectant
9. Clean & disinfect restroom fixtures, sinks, mirrors, urinals & toilets, spot clean streaks in toilets and urinals
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.
12. Waste receptacles shall be sanitized and deodorized as necessary
13. Towel, toilet tissue and antimicrobial foam hand soap receptacles shall be refilled. Vendor to provide these items
14. All furnishings shall be cleaned, dusted and/or polished
15. All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted
16. Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used
17. Partition glass shall be cleaned with a commercial glass cleaner
18. Drinking fountains shall be cleaned and sanitized
19. Corridor walls shall be cleaned as required
20. Hand marks shall be removed from painted surfaces as required
21. Straighten all chairs, desks, tables and other furniture in an orderly fashion

22. All trash must be delivered to dumpsters located in area of stadium. Exercise extreme care in placing trash in bins in order not to have trash spill from bins. Do not place trash in bins that are full
23. All clean-up is to be performed immediately after the conclusion of the game/event.

**ADDITIONAL SERVICE**

The Contractor will charge an hourly rate for custodial services (labor, equipment and supplies) above the contract requirements or for any event or athletics facility not covered by this contract.

**NOTE**

The Contractor shall understand and agree to time and or day changes of athletic events that affect the cleaning days and times required in this contract. In addition, bidders shall understand and agree that foul weather will not be considered a valid reason for non-performance of bid requirements.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART I - NORTH CAMPUS ATHLETICS GYM**

**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 SqFt - 13,175  
Toilet Paper Dispensers - 5  
Roll Paper Towel Dispensers - 3  
Soap Dispensers - 4

**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 (1) custodian for twenty (20) 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. 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

**F. 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**

5. All hard surface floors shall be wet mopped with a neutral cleaner.
6. All hard surfaced areas shall be spray buffed as necessary.
7. Entrance door mats shall be washed in an appropriate manner.
8. 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART J - NORTH OAK PARK**

**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 SqFt - 1,850 (Restroom and Dugouts)  
Toilet Paper Dispensers - 8  
Roll Paper Towel Dispensers - 4  
Soap Dispensers - 4

**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****SECTION 1 - CLEANING IN AND AROUND VOLLYBALL, SOFTBALL FIELDS, BUILDINGS AND WALKWAYS.**

1. Pick up all trash
2. Blow and remove all debris.
3. Empty all trash cans.

**SECTION 2 - RESTROOMS, DUGOUTS, BLEACHERS AND SURROUNDING AREA**

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 spillages 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
6. All entrance door mats shall be swept or vacuumed
7. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable of dust and debris
8. Floors shall be wet mopped with a disinfectant
9. Clean & disinfect restroom fixtures, sinks, mirrors, urinals & toilets, spot clean streaks in toilets and urinals
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. Towel, toilet tissue and antimicrobial foam hand soap receptacles shall be refilled. Vendor to provide these items
13. All furnishings shall be cleaned, dusted and/or polished
14. All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted
15. Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used
16. Partition glass shall be cleaned with a commercial glass cleaner
17. Drinking fountains shall be cleaned and sanitized
18. Corridor walls shall be cleaned as required
19. Hand marks shall be removed from painted surfaces as required
20. Straighten all chairs, desks, tables and other furniture in an orderly fashion
21. All trash must be delivered to dumpsters located in area of stadium. Exercise extreme care in placing trash in bins in order not to have trash spill from bins. Do not place trash in bins that are full
22. All clean-up is to be performed immediately after the conclusion of the game/event.

**ADDITIONAL SERVICE**

The Contractor will charge an hourly rate for custodial services (labor, equipment and supplies) above the contract requirements or for any event or athletics facility not covered by this contract.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART K - CLAUDE P PENNINGTON JR. STUDENT ACTIVITY CENTER**

**SCOPE**

This portion of the contract includes all labor, equipment, materials, service, supervision, cleaning supplies, toilet tissue, paper roll towels, antimicrobial foam hand soap, instant hand sanitizer 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 SqFt - 83,609  
Toilet Paper Dispensers - 18  
Roll Paper Towel Dispensers - 15  
Soap Dispensers - 38  
Hand Sanitizer Dispensers - 9

**GENERAL REQUIREMENTS**

1. Toilet tissue to be furnished shall be Scott 07805, or a comparable brand, and the toilet paper must fit the existing holder or the Contractor must furnish and install new holders. IF BIDDING A COMPARABLE BRAND, THEN THE BIDDER SHOULD SUBMIT A SAMPLE OF THE TOILET TISSUE ALONG WITH DESCRIPTIVE LITERATURE WITH THE BID RESPONSE FORMS.
2. HAND SANITIZER TO BE FURNISHED SHALL BE PURELL INSTANT HAND SANITIZER 1200 ml, 5456-04 or a comparable brand. IF BIDDING A COMPARABLE BRAND, THEN THE BIDDER SHOULD SUBMIT A SAMPLE OF THE INSTANT HANDSANITIZER ALONG WITH DESCRIPTIVE LITERATURE WITH THE BID RESPONSE FORMS. If a comparable brand is accepted, the successful vendor must supply the dispenser and stand.
3. Custodial service performed in the building five (5) days per week, Monday through Friday, the entire contract term.
4. Custodial service performed in the Claude B. Pennington Jr. Student Activity Center each day between the hours of 4:00am to 9:00pm. Allowance is made for a lunch period and any required break period between the specified service hours, as defined by vendor and approved by the Contract Coordinator.
5. The Contractor will provide at least one custodian (1) between the hours of 4:00 a.m. and 12:30 p.m. Monday through Friday. At least one (1) custodian between the hours of 12:30 p.m. and 9:00 p.m. Monday through Thursday and 10:30 a.m. through 7:00 p.m. on Friday; and one (1) custodian between 6:00 a.m. and 2:30 p.m. Monday through Friday.
6. The Contractor to be responsible for furnishing a replacement custodian in the event of sickness or absence of the regular worker and notify the contract coordinator of that replacement. 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. The Contractor may use weekends and holidays to accomplish weekly, monthly, and annual services upon notification and in coordination with the Contract Coordinator.

8. During extended holiday periods or during the summer season, schedules may be changed as determined by the Contractor and Contract Coordinator.
9. The Contract Coordinator must have means to contact the custodian at any given time via radio or cell phone.
10. Custodial employees to sign in to confirm minimum manpower requirements are being fulfilled each day.

**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 Wood floors will be dust-mopped.
2. All hard surface floors shall be swept or dust-mopped.
3. All carpet shall be vacuumed with commercial vacuuming equipment.
4. All stairs and stairwells shall be swept and/or vacuumed.
5. All spillage shall be removed from hard surface areas and wet mopped, or from carpet and vacuumed as required.
6. All exterior entrance concrete shall be swept.
7. All entrance door mats shall be vacuumed.
8. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris.
9. All floor molding / wall / kickboards shall be wiped down when dusty and especially after waxing
10. All rubber floors will be vacuumed.
11. Three times a week, mop all wood floors and the fitness rooms floor.
12. Remove spills and spots in and around the building as necessary

**B. Restrooms (May/Will require multiple cleaning each day)**

1. Floors shall be wet mopped with a disinfectant.
2. Toilets shall be cleaned and disinfected with an approved bowl cleaner.
3. Lavatories shall be cleaned, sanitized and rinsed thoroughly.
4. Shelves and lavatory counters shall be cleaned and sanitized.
5. Mirrors shall be cleaned.
6. Fittings and supply pipes shall be cleaned.
7. Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
8. Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.
9. All restrooms will be checked every 2 hours for toilet tissue and paper towels making sure all restrooms stay stocked.



**C. Locker Rooms (Same as restrooms with additional tasks)**

1. Clean and sanitize shower curtains.
2. Scrub and sanitize shower stalls, walls, and floors.
3. Clean and sanitize the saunas (2) (Men's and Women's Locker Room)
4. Dust and remove any markings on and around exterior of lockers

**D. Receptacles**

1. Waste receptacles emptied and resulting debris placed in designated areas. The custodian to exercise extreme care in placing trash in bins in order not to have trash spill from the bins. The custodian should not place trash in bins that are full.
2. Waste receptacles sanitized and deodorized as necessary.
3. Recycling receptacles emptied and resulting debris placed in designated areas. The custodian to exercise extreme care in placing
4. recycling materials in bins in order not to have spillage nor overflow from the bins. The custodian should not place recyclables in bins that are full.
5. Recycling bins shall be sanitized and deodorized as necessary.

**E. Glass and Mirrors (a commercial glass cleaner used)**

1. Entrance door glass cleaned and all postings removed from designated non-posting areas. Multiple cleaning may be needed each day.
2. Partition glass, Windows, and Mirrors cleaned

**F. Dust**

1. All dusting of offices to be coordinated between the supervisor and the contract coordinator.
2. Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach.

**G. Miscellaneous**

1. Drinking fountains cleaned and sanitized.
2. Hallway, lobby and office walls cleaned as required.
3. Hand marks removed from surfaces as required.
4. Straighten all chairs, sofas, tables and other furniture in an orderly fashion.
5. Clean the surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. This also includes chewing gum. All trash and debris between the building and sidewalk and around the perimeter of the building to be picked up.
6. Immediately remove graffiti from interior and/or exterior of building
7. Do not re-use dirty water for any function.
8. Immediately squeegee/sweep/mop excess water on outside entrance after a rain.
9. Waste receptacles cleaned, sanitized, and rinsed thoroughly.
10. Remove all cobwebs.
11. Custodians to use a push cart when emptying trash receptacles. Trash is not to be drug or to be carried over long distances due to the liquid marks that are left.
12. Remove gum from floor and walls as needed and under tables and chairs.

13. Remove tape, hand prints, markings, etc. from walls, and doors throughout the building.
14. Wet mop stairs and stairwells with a neutral cleaner
15. Mop all VTC floors, more frequently if needed.

**WEEKLY SERVICES**

1. Once a week use a scrubbing machine (Tennant Q-12 or equal on all ceramic tile floors.)
2. Wipe-down exterior furnishings.

**MONTHLY SERVICES**

1. Clean all exterior window glass at ground level.
2. Dust and damp clean all interior wall surfaces.
3. Areas requiring additional coats of wax applied.
4. Buff VCT floors.
5. At the discretion of the Contract Coordinator, LVT floors may need to be cleaned with a machine. The Contractor shall follow the manufactures specifications.

**ANNUAL SERVICING**

Services performed during the Semester Breaks.

1. Contractor will coordinate with their facility personnel and the Contract Coordinator when preparing semester break scheduling.
2. Clean upper level exterior windows with the proper extension washer equipment or by other approved safe method acceptable and approved in writing by the CONTRACT COORDINATOR. This contract work to be done prior to the beginning of Fall Semester.
3. Pressure wash all exterior sidewalks and walls between Fall Semester and Spring Break.
4. Shampoo all carpeted areas with an approved system acceptable to the CONTRACT COORDINATOR. Do between Fall Semester and Spring Break and prior to beginning of Fall Semester.
5. Strip and Wax appropriate VCT surfaces with an approved system acceptable to the CONTRACT COORDINATOR. Do between Fall Semester and Spring Break. Top scrub and recoat as necessary during the year.

**SERVICES NOT REQUIRED**

1. The watering and upkeep of plants throughout the facility.
2. The cleaning of coffee urns and the making of coffee for University personnel.
3. The running of errands for University personnel that are not related to custodial cleaning.

**SPECIAL BUILDING REQUIREMENTS**

1. A key will be issued to the opening custodian. If the key is lost or not returned, the winning bidder will be responsible for the payment of the key (approximately \$700)
2. Certain offices may require special consideration related to scheduling cleaning. This to be determined by Contractor and Contract Coordinator.
3. Custodians should not enter office areas unless professional staff is present or if requested by professional staff of the Pennington Center.
4. Contracted personnel should be courteous to faculty, staff, and students of Southeastern Louisiana University. Socialization should be kept to a minimum

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART L - WAR MEMORIAL STUDENT UNION COMPLEX**

**SCOPE**

This portion of the contract includes all labor, equipment, materials, service, supervision, cleaning supplies, toilet tissue, paper roll towels, antimicrobial foam hand soap, instant hand sanitizer 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 SqFt - 105,899  
Toilet Paper Dispensers - 57  
Roll Paper Towel Dispensers - 32  
Soap Dispensers - 47  
Hand Sanitizer Dispensers - 8  
Automatic Fragrance Spray Dispensers - 21

**Expected Levels of Cleanliness as set forth by the APPA (Association of Physical Plant Administrators)**

**Level 1\* - Orderly Spotlessness indicators**

- Exterior of all light fixtures are clean.
- Floors and base molding shine and/or are bright and clean; colors are fresh.
- There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. All light fixtures are clean.
- Restroom fixtures and tile gleam and are odor free. Supplies are adequate.
- Trash containers hold only daily waste, should never overflow and are clean and odor free.

**\*This level applies to all restrooms, as well as the following meeting room and ballroom spaces below:**

War Memorial Student Union East; Second Floor (meeting rooms)  
War Memorial Student Union North; Third Floor (ballroom)

**Level 2 - Ordinary Tidiness indicators**

Same as Level 1 with the following exceptions:

- There can be up to two-days worth of dust, dirt, stains, or streaks on floors and base molding
- Dust, smudges, and fingerprints should not be noticeable on vertical and horizontal surfaces

**\*This level applies to all other (common) areas in the War Memorial Student Union.**

**GENERAL REQUIREMENTS**

**Custodial service to be inclusive of the following:**

1. THE CONTRACTOR SHALL FURNISH APPROXIMATELY (8) FREESTANDING HAND SANITIZER STATIONS, PAPER ROLL TOWELS (REN06132,7.5"x800'), FOAM HAND SOAP (RENOWN EFM FOAM HANDWASH: REN02522), AND AUTOMATIC, MOTORIZED FRAGRANCE SPRAY DISPENSERS IN THE WAR MEMORIAL STUDENT UNION COMPLEX. IF BIDDING A COMPARABLE BRAND, THEN THE BIDDER SHOULD SUBMIT A SAMPLE ALONG WITH DESCRIPTIVE LITERATURE WITH THE BID RESPONSE FORMS. SAMPLE TISSUE ROLLS SHOULD BE WRAPPED AND IDENTIFIED WITH THE NAME OF THE VENDOR.

2. Custodial service shall be performed in the building six (6) days per week, Sunday through Friday, during the Spring/Fall semesters and four (4) days per week, Monday-Thursday during the Summer semester for the entire contract term, unless otherwise specified by the Contract Coordinator.
3. Custodial service shall be performed in the War Memorial Student Union each day within the following hours(exact schedule to be approved by the Building Coordinator):

**Spring/Fall:**

Monday-Thursday	4:00 am-12 midnight
Friday	4:00 am-2:00 pm
Saturday	Scheduled as needed for special events
Sunday	3-7 pm

**Summer:**

Monday-Thursday	4:00 am-5:30 pm
Friday, Saturday, Sunday	- Scheduled as needed for special events

Allowance is made for a lunch period and any required break period between the specified service hours, as defined by vendor.

4. Monday through Thursday, the Contractor shall provide at least four (4) custodians, between the hours 4 a.m. - 4 p.m. (at least one must be a supervisor).
5. Monday through Thursday, the Contractor shall provide at least two custodians between the hours of 4 p.m. and midnight.
6. On Fridays from 4 a.m. - 8 a.m. the Contractor shall provide four (4) custodians. One of these custodians will be a supervisor. Provide two (2) custodians from 8 a.m. until 2 p.m.
7. On Sunday, the Contractor shall provide one custodian between the hours of 3 p.m. - 7 p.m.
8. Southeastern closes for two weeks during the Fall/Spring break. Services do not need to be provided during that time. The week before and the week after the Fall/Spring break three custodians are needed Monday - Thursday from 6 a.m. - 3 p.m. and one custodian from 3 p.m. - 5 p.m. On Friday three custodians from 6 a.m. to 12:30 p.m.
9. The University currently closes on Martin Luther King Day, the Friday before and the Monday after Easter, Memorial Day, Independence Day, Labor Day, 2 days for Fall Break in October, and 3 days for Thanksgiving. Services are not needed for these days. Dates are subject to change.
10. During the summer when the University converts to a four-day week the Contractor shall provide three (3) custodians between the hours of 4 a.m. - 5:30 p.m. One of these custodians will be a supervisor.
11. The Contractor shall be responsible for furnishing a replacement custodian in the event of sickness or absence of the regular worker and notify the Contract Coordinator of that replacement. 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. Supervisor shall inform Contract Coordinator if a custodian is absent. Contract Supervisor should check in each morning by 8 a.m. with the Contract Coordinator or designee

for direction on daily duties. A checklist will be required to be signed by employees as tasks are completed. Detailed documentation will be kept on file to ensure that contract specifications are met.

12. The Contractor may use weekends and holidays to accomplish weekly, monthly, and semester break services upon notification and in coordination with the Contract Coordinator.
13. Fall semester, 2 custodians will be needed 6 Saturdays for 6-8 hours for 1<sup>st</sup> floor coverage.
14. During extended holiday periods or during the summer season, schedules may be changed as determined by the Contractor and Contract Coordinator.
15. The Contract Coordinator must have means to contact all custodians and/or Supervisor at any given time via radio or cell phone.
16. The Contractor shall distinguish contractor personnel by the use of company identified uniform shirts or vests. Appropriate pant colors are black, gray or khaki. Neon colored pants and inappropriate signage (tobacco, alcohol, other University logo's, etc) are not allowed.
17. Custodial employees may be required to sign in to confirm minimum manpower requirements are being fulfilled each day.

\* The Contract Coordinator reserves the right to amend task list as defined below at anytime during the contract period with the approval of the Contractor.

#### **DAILY SERVICES**

##### **A. Floors**

1. All hard surface floors shall be swept or dust mopped.
2. All hard surface floors shall be wet mopped every other day except the first floor of the War Memorial Student Union North which shall be cleaned with the appropriate equipment daily. This includes stairs and stairwells. Stairs and stairwells shall be wet mopped with a neutral cleaner in the early morning hours (4:00 a.m. - 7:00 a.m.). Spots shall be removed daily. Floor scrubber machine must be a T5 or equal.
3. Once a week all hard surface floors shall be high speed burnished. Contractor will follow floor manufacturer specifications for floor care.
4. All carpet shall be vacuumed with commercial vacuuming equipment in common spaces (Offices are designated as "weekly" areas for vacuuming).
5. All stairs and stairwells shall be swept and/or vacuumed. High traffic stairwells need to be swept or vacuumed 2 or 3 times a day.
6. All spillage shall be removed from hard surface areas and wet mopped, or from carpet and vacuumed as required.
7. All exterior entrance concrete shall be swept and any spillages removed.
8. All entrance door mats shall be swept and/or vacuumed.
9. All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris.
10. All floor molding / wall / kickboards shall be wiped down when dusty and especially after waxing.

**B. Restrooms** (Will require multiple cleaning each day, especially within the hours of 10:00 a.m. and 2:00 p.m.)

1. Floors shall be wet mopped with a disinfectant.
2. Toilets shall be cleaned and disinfected with an approved bowl cleaner.

3. Lavatories shall be cleaned, sanitized and rinsed thoroughly.
4. Shelves and lavatory counters shall be cleaned and sanitized.
5. Mirrors shall be cleaned.
6. Fittings and supply pipes shall be cleaned.
7. Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.
8. Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary. All waste receptacles should have a trash liner or bag at all times.
9. Hourly checks of all restrooms for cleanliness as well as supplies (i.e., toilet tissue, hand paper towels, and hand soap) making sure all restrooms stay stocked.

**C. Receptacles**

1. Waste receptacles (indoor and outdoor) 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. The interior and exterior of waste receptacles shall be sanitized and deodorized as necessary.
3. Recycling receptacles shall be emptied and resulting debris placed in designated areas. The custodian shall exercise extreme care in placing recycling materials in bins in order not to have spillage nor overflow from the bins. The custodian shall not place recyclables in bins that are full.
4. Recycling bins shall be sanitized and deodorized as necessary.

**D. Glass and Mirrors**

1. Entrance and office door glass shall be cleaned and all postings shall be removed from designated non-posting areas. Commercial glass cleaner shall be used. Some entrance doors will require multiple cleanings each day.
2. Partition glass and stairwell partitions 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.

**E. Dust**

- 1) All dusting of offices shall be coordinated between the supervisor and the contract coordinator.

**F. Miscellaneous**

1. Drinking fountains shall be cleaned and sanitized.
2. Hallway, lobby, common areas and office walls shall be cleaned.
3. Marks shall be removed from laminated surfaces.
4. Straighten all chairs, sofas, tables and other furniture in an orderly fashion.
5. Remove marks and stains from ballroom partitions and walls with an approved cleaner
6. Remove debris on (drawing attached) sidewalks, stairs, balconies, and covered walkways of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. All trash and debris between the building and sidewalk and around the perimeter of the building shall be picked up. Empty trash cans in the designated area. Clean up spills, gum, stains, etc. in the designated area.
7. Immediately remove graffiti from interior and/or exterior of building
8. Change mop water frequently to insure a clean dirt free floor.

9. Immediately squeegee/sweep/mop excess water on outside entrances and stairways after a rain.
10. Waste receptacles shall be cleaned, sanitized, and rinsed thoroughly.
11. Cobwebs shall be removed.
12. Custodians shall use a push cart when emptying trash receptacles. Trash is not to be drug or to be carried over long distances due to the liquid marks that are left.
13. Remove gum from the exterior of the building using an approved gum removal machine. Remove gum from the interior of the building.
14. All coffee tables, club chairs and credenzas are to be clean and free of trash, dirt, debris, spills, etc.
15. Elevator floors, doors and walls are to be clean and free of smudges, marks, handprints, dirt, debris, etc.
16. Crash bars/push bars of exit doors to be cleaned twice per week.
17. Wipe down club chairs twice daily --- after lunch and before closing
18. Wipe down window ledges and stairwell hand-railings.
19. Custodial closets shall be kept clean and in proper order.
20. In the War Memorial Student Union Park pick up litter and debris and empty trash cans. Remove gum from the concrete and spot clean.
21. Sweep crosswalks and remove spills, spots and gum.
22. War Memorial Student Union North first floor, continuously clean table tops and chairs.
23. Clean elevator tracks out.
24. Pavers in breezeway, concrete of the "S" in breezeway, and pavers outside west lobby entrance to be cleaned with cylindrical brush machine, as needed.

**WEEKLY SERVICES**

1. All hard surfaced areas shall be high speed burnished. Additional floor finish shall be applied as needed to maintain finish depth.
2. All offices should be vacuumed weekly.
3. Wipe-down exterior furnishings such as benches and tables (Quad, Mall and Park areas.)
4. Clean backstage area of War Memorial Student Union Theater.
5. Scrub under side of hand railings.
6. Use a scrubber with cylindrical brushes to clean outside concrete area. Must be the type to put down and pick up water.
7. Spot shampoo fabric seating if needed.
8. Spot shampoo carpet as needed.
9. Clean metal lattice work on crosswalk and stairs.
10. Sweep off outside ledges on the south crosswalk.
11. Wipe down A/C units in the stairwells.

**MONTHLY SERVICES**

1. Clean 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. Areas requiring additional coats of wax shall be applied. First floor North Building, commons area and lobby, Third Floor Ballroom and outer atrium hallway - top scrub and add a minimum of 2 coats of wax during the months of September, October, November, February, March, and April.
5. Steam clean thresholds of entrance doors as needed.
6. Use a squeegee to clean all outside first floor windows.
7. Clean heat/AC grills with an extended duster.
8. Shampoo carpet in second floor West Building, second floor hallway East Building, and first floor North Building. Shampoo entrance mats.
9. Wipe down laminate walls and doors with an approved cleaner.



10. Wipe down wood with Murphy's oil
11. Top scrub Union floors and office areas.
12. Shampoo fabric chairs as needed.
13. Clean bathrooms with cylindrical machine
14. Clean breezeway area with cylindrical machine
15. Clean crosswalks and outside stairwell of the Annex with the cylindrical machine.
16. Clean and mop ballroom stage.
17. At the discretion of the Contract Coordinator, LVT floors may need to be cleaned with a machine. The Contractor shall follow the manufactures specifications.

**SEMIANNUAL SERVICES**

Services shall be performed during the Fall/Spring (last two weeks in December/1st week of January) and Summer/Fall (first two weeks in August) semester break.

The Building Coordinator will provide a priority list of the rooms and areas that need to be serviced. The Building Coordinator will also determine when added stripping and waxing or added top scrubbing and waxing will need to be completed.

The Contractor will coordinate with the Building Coordinator when scheduling.

The Contractor will remove all furniture and return furniture once work is completed.

1. Shampoo **all** carpeted areas with an approved system acceptable to the Contract Coordinator.
2. Strip and wax or top scrub and wax (as determined by Building Coordinator) all non-carpeted areas.
3. Strip and clean back service hallway of North Building

**SERVICES NOT REQUIRED**

1. The watering and upkeep of plants throughout the facility.
2. The cleaning of coffee urns and the making of coffee for University personnel.
3. The running of errands for University personnel that are not related to custodial cleaning.
4. Cleaning the tops of pool tables.
5. Cleaning T.V. screens.
6. Cleaning white boards.

**SPECIAL BUILDING REQUIREMENTS**

1. A set of keys shall be administered to the morning custodian. These keys shall be given to the supervisor, who in turn will administer keys to the night shift. The night shift will return the keys to the lock box for retrieval by the morning staff. This is subject to adjustment depending on building needs.
- 2) Keys should not leave the premises.
- 3) Certain offices may require special consideration related to scheduling cleaning. This to be determined by Contractor and Contract Coordinator.
- 4) Contracted personnel should not enter office areas unless professional staff is present or if requested by professional staff.

- 5) Contracted personnel should be courteous to faculty, staff, and students of Southeastern Louisiana University. Socialization should be kept to a minimum. Contracted personnel should not address issues with other custodial personnel in public areas or in front of Student Union visitors.

SOUTHEASTERN LOUISIANA UNIVERSITY  
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PART M - CLARK HALL / CLARK HALL ANNEX

**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**

CLARK HALL

Estimated SqFt - 16,336  
Toilet Paper Dispensers - 6  
Roll Paper Towel Dispensers - 4  
Soap Dispensers - 4

CLARK HALL ANNEX

Estimated SqFt - 5,300  
Toilet Paper Dispensers - 2  
Roll Paper Towel Dispensers - 2  
Soap Dispensers - 2

**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 (1) custodian for forty (40) 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.

#### **SPECIAL INSTRUCTIONS**

1. The Contractor shall not move any artwork at any time
2. Photo lab dark room - Contractor to only clean the floors.
3. Wood lab - Contractor to strip and seal concrete floors with sealer annually.

#### **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.
5. Sweep/blow surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly

**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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART N - EAST STADIUM / EAST STADIUM ANNEX**

**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**

**EAST STADIUM**

Estimated SqFt - 23,394  
Toilet Paper Dispensers - 8  
Roll Paper Towel Dispensers - 5  
Soap Dispensers - 5

**EAST STADIUM ANNEX**

Estimated SqFt - 11,511  
Toilet Paper Dispensers - 2  
Roll Paper Towel Dispensers - 2  
Soap Dispensers - 2

**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 (1) custodian for forty (40) hours per week and (1) custodian for twenty (20) 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.

#### **SPECIAL INSTRUCTIONS**

1. The Contractor shall not move any artwork at any time

#### **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. 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

**F. 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.
5. Sweep/blow surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly

**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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART O - FAYARD HALL

**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 SqFt - 98,945  
Toilet Paper Dispensers - 25  
Roll Paper Towel Dispensers - 15  
Soap Dispensers - 12

**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 (6) custodians for two hundred forty (240) 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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART P - KINESIOLOGY AND HEALTH STUDIES BUILDING

**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 SqFt - 50,931  
Toilet Paper Dispensers - 19  
Roll Paper Towel Dispensers - 17  
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 (3) custodians for one hundred twenty (120) 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.

**EXCLUSIONS**

The Contractor is not responsible for cleaning the inside of the pool.

**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. 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

**F. 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.
8. At the discretion of the Contract Coordinator, the rubberized gym floor 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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART Q - RALPH R POTTLE MUSIC HALL / MUSIC ANNEX / MUSIC RECITAL HALL

**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 SqFt - 65,648  
Toilet Paper Dispensers - 14  
Roll Paper Towel Dispensers - 6  
Soap Dispensers - 8

**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 (4) custodians for one hundred sixty (160) 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.

**SPECIAL INSTRUCTIONS**

1. The Contractor shall not move musical instruments.
2. Special events (some of which are scheduled outside of normal working hours) are held in different parts of these buildings which will require additional attention to get these areas back to specification.

**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. Auditorium seating shall be cleaned of spills, dust and debris.
2. Drinking fountains shall be cleaned and sanitized.
3. Corridor and office walls shall be cleaned as required.
4. Hand marks shall be removed from painted surfaces as required.
5. Blackboards and chalk trays shall be cleaned and washed.
6. Chalk erasers shall be cleaned.
7. White boards shall be cleaned.
8. Straighten all chairs, desks, tables and other furniture in an orderly fashion.
9. All exterior entrance doorways shall be cleaned of debris
10. Outside benches and tables shall be kept clean and free of debris.
11. 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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART R - CAMPBELL HALL

**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 SqFt - 10,787  
Toilet Paper Dispensers - 5  
Roll Paper Towel Dispensers - 6  
Soap Dispensers - 6

**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 (1) custodian for twenty (20) 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART S - TINSLEY HALL**

**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 SqFt - 15,684  
Toilet Paper Dispensers - 6  
Roll Paper Towel Dispensers - 4  
Soap Dispensers - 4

**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 (1) custodian for twenty (20) 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART T - MCGEHEE HALL**

**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 SqFt - 20,618  
Toilet Paper Dispensers - 17  
Roll Paper Towel Dispensers - 4  
Soap Dispensers - 8

**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 (1) custodian for forty (40) 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. 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

**F. 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART U - MEADE HALL**

**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 SqFt - 18,609  
Toilet Paper Dispensers - 14  
Roll Paper Towel Dispensers - 8  
Soap Dispensers - 5

**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 (1) custodian for thirty (30) 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
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**PART V - SCIENCE BUILDING ANNEX**

**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 SqFt - 20,493  
Toilet Paper Dispensers - 9  
Roll Paper Towel Dispensers - 6  
Soap Dispensers - 6

**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 (1) custodian for forty (40) 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.

**SPECIAL INSTRUCTIONS**

1. The Contractor shall not move any experiments/projects nor products/equipment used for experiments.
2. The Contractor is to always contact the Building Coordinator or Contract Coordinator when unsure of the custodial needs/requirements of an area.

**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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART W - PURSLEY HALL**

**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 SqFt - 47,490  
Toilet Paper Dispensers - 12  
Roll Paper Towel Dispensers - 38  
Soap Dispensers - 50

**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 (3) custodians for one hundred twenty (120) 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.

**SPECIAL INSTRUCTIONS**

1. The Contractor shall not move any experiments/projects nor products/equipment used for experiments.
2. The Contractor is to always contact the Building Coordinator or Contract Coordinator when unsure of the custodial needs/requirements of an area.

**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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
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PART X - THELMA RYAN BIOLOGY SCIENCE BUILDING

**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 SqFt - 84,602  
Toilet Paper Dispensers - 27  
Roll Paper Towel Dispensers - 62  
Soap Dispensers - 70

**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 (4) custodians for one hundred sixty (160) 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.

**SPECIAL INSTRUCTIONS**

1. The Contractor shall not move any experiments/projects nor products/equipment used for experiments.
2. The Contractor to clean animal quarters upon request only.
3. The Contractor is not responsible for the Greenhouse (located on 5<sup>th</sup> floor).
4. The Contractor is to always contact the Building Coordinator or Contract Coordinator when unsure of the custodial needs/requirements of an area.

**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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART Y - COMPUTER SCIENCE AND TECHNOLOGY BUILDING

**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 SqFt - 70,867  
Toilet Paper Dispensers - 20  
Roll Paper Towel Dispensers - 41  
Soap Dispensers - 33

**GENERAL REQUIREMENTS**

1. The Contractor shall furnish paper roll towels equal to or better than SoFidel Heavenly Soft Item # 410815 and liquid hand soap equal to or better than Betco, 6-1000 mL Clario Bags Item # 75129-00. IF BIDDING A COMPARABLE BRAND, THEN THE BIDDER SHOULD SUBMIT A SAMPLE OF THE INSTANT HANDSANITIZER ALONG WITH DESCRIPTIVE LITERATURE WITH THE BID RESPONSE FORMS.
2. 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.
3. Contractor will unlock building entrance doors at 7:00am daily
4. 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.
5. The Contractor shall provide a minimum of (3) custodians for one hundred twenty (120) 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

6. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
7. 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.

8. 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.

#### **SPECIAL INSTRUCTIONS**

1. **The Contractor shall not move any experiments/projects nor products/equipment used for experiments.**
2. **The Contractor is to always contact the Building Coordinator or Contract Coordinator when unsure of the custodial needs/requirements of an area.**

#### **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 (DailyKlean). Do not allow neutral cleaner to dry on the polished concrete surfaces.
2. All hard surfaced areas shall be spray buffed as necessary. Always use clean water and clean mops on the polished concrete surfaces and use an automatic floor scrubber equipped with nonabrasive pads to clean large square foot areas.
3. After cleaning polished concrete services, burnish floor with a 3000 grit diamond impregnated TWISTER pad by HTC.
4. Entrance door mats shall be washed in an appropriate manner.

5. Sweep surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly.
6. 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)
2. Wash all exterior window glass accessible at ground level. Clean upper level exterior windows with proper equipment.
3. Vacuum all curtains and draperies
4. Clean light fixtures of dust and insects.

**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.

**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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART Z - CARDINAL NEWMAN**

**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 SqFt - 22,256  
Toilet Paper Dispensers - 26  
Roll Paper Towel Dispensers - 48  
Soap Dispensers - 48

**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 (1) custodian for forty (40) 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.

**SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS**

**PART AA - HEALTH CENTER**

**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 SqFt - 3,124  
Toilet Paper Dispensers - 12  
Roll Paper Towel Dispensers - 11  
Soap Dispensers - 4

**GENERAL REQUIREMENTS**

1. Custodial service shall be performed in the building five (3) 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. The exact schedule to be approved by the Building Coordinator.
2. 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.
3. The Contractor shall provide a minimum of (1) custodian for ten hours (10) 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

4. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
5. 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.
6. 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.

**SPECIAL INSTRUCTIONS**

1. The Contractor is not responsible for biohazard waste.

**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. 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

**F. 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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART BB - COLUMBIA THEATRE

**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 SqFt - 39,614  
Toilet Paper Dispensers - 27  
Roll Paper Towel Dispensers - 15  
Soap Dispensers - 13

**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. 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.
3. The Contractor shall provide a minimum of (1) custodian for twenty (20) 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

4. The Contractor shall make one (1) custodian to be available at all times during the work day in the event of emergencies (spills, etc.)
5. 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.
6. 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. Offices**

1. Waste receptacles shall be emptied and all debris deposited in designated area. Clean and sanitize as necessary.
2. All carpet shall be vacuumed with commercial vacuuming equipment. Remove spots as necessary.

**B. Office Restrooms**

1. Floors shall be wet mopped with an approved disinfectant.
2. Toilets shall be cleaned and disinfected with an approved bowl cleaner. Fittings and supply pipes shall be cleaned.
3. Mirrors shall be cleaned.
4. Doors and walls shall be cleaned and sanitized.
5. Waste receptacles shall be emptied and all debris deposited in designated area. Clean and sanitize as necessary.
6. Lavatories shall be cleaned, sanitized and rinsed thoroughly.

**C. Building Lobbies, Restrooms and Hainkel Hall**

1. Spot clean as necessary.
2. Clean glass doors with commercial glass cleaner.

**WEEKLY SERVICES**

**A. Offices**

1. Dust as necessary.
2. Clean doors, exposed pipes and air vents.

**B. First Floor Lobby**

1. Partition glass shall be cleaned (inside and outside) with a commercial window washing kit and glass cleaner. Glass above the awning shall be cleaned once a month.



**EVENT CLEANUP**

**BEFORE AND DURING EVENTS**

**A. Restrooms**

1. Spot clean as necessary.
2. Restock toilet paper, paper towels rolls, and soap as necessary.

**B. Lobbies, Hainkel Hall, Dressing Rooms, Stairwells, Conference Center, Studio and Exterior Walkway**

1. Spot clean as necessary. Clean area as needed as determined by the Contract Coordinator.

**AFTER EVENTS**

**A. Restrooms**

1. Restock as necessary.
2. Floors shall be wet mopped with a disinfectant.
3. Toilets shall be cleaned and disinfected with an approved bowl cleaner.
4. Lavatories shall be cleaned, sanitized and rinsed thoroughly.
5. Shelves and lavatory counters shall be cleaned and sanitized.
6. Mirrors shall be cleaned.
7. Fittings and supply pipes shall be cleaned.
8. Stall partitions, doors and walls shall be cleaned and sanitized. Any graffiti shall be removed.
9. Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary. All waste receptacles should have a trash liner at all times.

**B. Hainkel Hall**

1. Remove all trash and deposit in designated area.
2. Sweep or dust mop and mop with an approved cleaner between the seats.
3. Vacuum carpet with commercial vacuuming equipment.
4. Spot clean carpet and seats as necessary
5. Clean all ledges, wood trim, doors, and armrests as necessary.
6. Dust and remove cobwebs.
7. Spot clean walls as necessary.

**C. First and Third Floor Lobbies**

1. Remove all trash and deposit in designated area.
2. All hard surface floors shall be dust mopped.
3. All hard surface areas shall be mopped with an approved cleaner.
4. All carpet shall be vacuumed with commercial vacuuming equipment. Remove spots as necessary.
5. Drink fountains shall be cleaned and sanitized.
6. Clean wooden surfaces such as doors, walls, etc.
7. Cobwebs shall be removed.
8. Clean benches, chairs and tables.
9. Clean window ledges as necessary.
10. Elevator floors, doors and walls are to be clean and free of smudges, marks, handprints, dirt, etc.
11. Clean out elevator tracks.
12. Clean lobby displays as necessary.
13. Sweep exterior walkways as necessary.
14. Clean handrails and balcony rails as necessary.

15. Entrance door mats shall be vacuumed.

**D. Stairwells and Backstage Hallways**

1. Remove all trash and deposit in designated area.
2. Sweep or dust mop and mop with an approved cleaner between the seats.
3. Vacuum carpet with commercial vacuuming equipment.
4. Spot clean carpet as necessary.
5. Clean handrails, remove marks from walls and dust as necessary.
6. Clean doors and air vents.

**E. Dressing Rooms**

1. Remove all trash and deposit in designated area.
2. Vacuum carpet with commercial vacuuming equipment.
3. Spot clean carpet as necessary.
4. Mirrors shall be cleaned.
5. Make-up tables, chairs and sinks shall be cleaned.
6. Clean doors, exposed pipes and air vents.
7. Dust as necessary.

**F. Studio**

1. Remove all trash and deposit in designated area.
2. All hard surface floors shall be dust mopped.
3. All hard surface areas shall be mopped with an approved cleaner.
4. Mirrors shall be cleaned.
5. Clean doors and air vents.
6. Dust as necessary.
7. Clean handrail.

**G. Conference Center**

1. Remove all trash and deposit in designated area.
2. Vacuum carpet with commercial vacuuming equipment.
3. Spot clean carpet as necessary.
4. Spot clean walls as necessary.
5. Clean doors and air vents as necessary.

**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.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART CC - GALVA CANAL / TRUTLE COVE

**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**

Galva Canal Estimated SqFt - 427  
Turtle Cove Estimated Total SqFt - 6,794  
Turtle Cove Estimated 2<sup>nd</sup> Floor SqFt - 2,258  
Toilet Paper Dispensers - 3  
Roll Paper Towel Dispensers - 3  
Soap Dispensers - 4

**Turtle Cove is only accessible by boat.**

**GENERAL REQUIREMENTS**

1. Custodial service shall be performed once a month (exact schedule to be approved by the Building Coordinator)
2. The Contractor shall provide a minimum of (1) custodian for four (4) hours per month 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

3. 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.
4. 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.

**GALVA CANAL (Restroom and Classroom) / TURTLE COVE (2<sup>nd</sup> floor)**

**A. Floors**

1. All hard surface floors shall be swept or dust mopped.
2. All hard surface floors shall be wet mopped with a neutral cleaner.
3. All carpet shall be vacuumed with commercial vacuuming equipment.
4. All stairs and stairwells shall be swept and/or vacuumed.
5. All spillage shall be removed from hard surface areas and wet mopped or from carpet and vacuumed as required.
6. All exterior entrance concrete shall be swept or blown.
7. All entrance door mats shall be swept.
8. 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. 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

**F. Miscellaneous**

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

**TURTLE COVE (1<sup>st</sup> and 3rd floors)**

**A. Miscellaneous**

1. Floors shall be swept or dust mopped.

SOUTHEASTERN LOUISIANA UNIVERSITY  
SPECIFICATIONS

PART DD - ALUMNI CENTER

**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 SqFt - 11,784  
Toilet Paper Dispensers - 7  
Roll Paper Towel Dispensers - 5  
Soap Dispensers - 5

**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 (1) custodian for twenty (20) 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. 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

**F. 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. Running errands for university personnel that are not related to custodial cleaning.

# Attachment A

## \* (FLOOR PLANS)

### UNIVERSITY HOUSING

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

### STRAWBERRY STADIUM

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

### DUGAS CENTER

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

### NAQUIN CENTER

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

### WEST STAWBERRY STADIUM

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

### INTERMODAL TRANSIT FACILITY

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

### EAST STRAWBERRY STADIUM

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

### BASEBALL COMPLEX

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

### NORTH CAMPUS ATHLETICS GYM

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

### NORTH OAK PARK

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

### CLAUDE B. PENNINGTON JR. STUDENT ACTIVITY CENTER

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

### WAR MEMORIAL STUDENT UNION COMPLEX

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

### CLARK HALL / CLARK HALL ANNEX

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

**EAST STADIUM / EAST STADIUM ANNEX**

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

**FAYARD HALL**

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

**KINESIOLOGY AND HEALTH STUDIES BUILDING**

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

**RALPH R. POTTLE MUSIC HALL / MUSIC ANNEX / MUSIC RECITAL HALL**

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

**CAMPBELL HALL**

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

**TINSLEY HALL**

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

**McGEHEE HALL**

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

**MEADE HALL**

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

**SCIENCE ANNEX**

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

**PURSLEY HALL**

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

**THELMA RYAN BIOLOGICAL SCIENCE BUILDING**

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

**COMPUTER SCIENCE AND TECHNOLOGY BUILDING**

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

**CARDINAL NEWMAN**

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

**HEALTH CENTER**

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

**COLUMBIA THEATRE**

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

**GALVA CANAL / TURTLE COVE**

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

**ALUMNI**

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