


<b>INVITATION TO BID</b>		<b>BID DUE DATE AND TIME</b>	
BOARD OF SUPERVISORS OF LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE		<b>06/06/2024 11:00 AM CT</b>	
<b>SOLICITATION RFQ-0000002230</b> <b>SUPPLIER #</b> <b>SUPPLIER NAME AND ADDRESS</b> <div data-bbox="180 394 789 604" style="border: 1px solid black; height: 100px; width: 100%;"></div>		<b>RETURN BID TO</b> lsubids@lsu.edu  <b>Buyer</b> Erica Pino <b>Buyer Phone</b> <b>Buyer Email</b> epino2@lsu.edu <b>Issue Date</b> 05/09/2024	
TITLE: REBID: LSU PMAC Facility - Custodial Services - Term Contract			
<b>To Be Completed By Supplier</b>			
1. _____ "No Bid" (sign and return this page only). 2. _____ My Company does not wish to receive future solicitations for this spend category. 3. Specify your Delivery: To be made within _____ days after receipt of order. 4. If applicable, Supplier's Addendum Acknowledgement/Response: As an authorized agent/signatory of the supplier, I/we acknowledge receipt of this Addendum, and _____ submit no alterations/clarifications to our original bid. _____ submit superseding revisions/clarifications to our original bid as written herein or attached hereto.			
<b>General Instructions to Suppliers</b>			
1. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by LSU Procurement at the "Return Bid To" address stated above, until the specified due date and time. 2. Read the entire solicitation, including all terms, conditions and specifications. 3. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit price are to be initialed by the supplier. 4. Bid prices are to be quoted FOB LSU/Destination and inclusive of any and all applicable shipping and handling charges unless otherwise specified in the solicitation. Any invoiced delivery charges not quoted and itemized on the LSU purchase order are subject to rejection and non-payment. 5. Payment is to be made within 30 days after receipt of properly executed invoice, or delivery and acceptance, whichever is later. 6. By signing this solicitation, the supplier certifies compliance with all general instructions to suppliers, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud.			
<b>SUPPLIER NAME</b>		<b>MAILING ADDRESS</b>	
<b>AUTHORIZED SIGNATURE</b>		<b>CITY, STATE ZIP</b>	
<b>PRINTED NAME</b>		<b>PHONE #</b>	
<b>TITLE</b>		<b>FAX #</b>	
<b>E-MAIL</b>		<b>FEDERAL TAX ID #</b>	

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**1. Bid Submission Information**

All bids must be submitted electronically to LSU Procurement Services. Bids must be received at the "Return Bid To" email address no later than the due date and time specified herein. Bids must be emailed to [lsubids@lsu.edu](mailto:lsubids@lsu.edu) (*This email address should be used for bid submissions only*). Any bids sent directly to the Buyer of record **will not** be forwarded to the "Return Bid To" email.

When submitting electronically, the RFQ number and solicitation title should be listed in the subject line of the email. An original and redacted copy (if applicable) must be submitted electronically. Hard copies of bids will not be accepted; therefore, they will not be evaluated.

It is the responsibility of the Supplier to ensure the bid is received by LSU Procurement by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Return Bid To" email address by the indicated due date and time.

The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by LSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for RFQ-000000XXXX - Title; Bid Submittal 2 out of 3 for RFQ-000000XXXX - Title, etc.). If any submittal is received late, LSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per LAC 34:XIII.515.B.

**2. Bid Opening Information**

Bid openings are held electronically. There are no in-person bid openings. To electronically attend the bid opening, use the below link to register in advance:

<https://lsu.zoom.us/meeting/register/tJEqcuCrqzMtH930MhK84-K2IANJOT5kKxWp>

After registering, a confirmation email will be provided containing information about joining the bid opening.

No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process.

If an unforeseen circumstance beyond LSU's control prevents bid opening, the Bid will open at the next scheduled bid opening date.

**3. Method of Award**

All or None- Bid shall be awarded to the lowest responsible and responsive supplier for all items.

**4. Insurance Requirements**

Please note attached insurance requirements. Successful bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College as an additional insured on all liability policies.

5. Bid prices are to be quoted FOB Destination and inclusive of any and all applicable charges.

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These standard terms and conditions shall apply to all LSU solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Suppliers or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the University Procurement Code (LAC 34:XIII. Chapters 3-25) and the terms, conditions, and specifications stated in this solicitation.

**1. Supplier Enrollment**

Suppliers providing a bid/quote in response to a LSU solicitation must be setup in the University's new procurement system (Workday) for bid tabbing and award of a purchase order. Suppliers should complete the online supplier registration form prior to submitting a bid response and/or the bid due date and time to ensure bid tabbing can be done timely after the bid deadline. This website is used in place of a paper form and must be accompanied with an IRS Request for Taxpayer Identification Number and Certification form (W-9 or W-8 if foreign) to collect the required business and tax information that support the University's reporting and compliance requirements. To inquire if you or your company is setup or for questions regarding setup, email [suppliers@lsu.edu](mailto:suppliers@lsu.edu). The supplier enrollment form can be located at: [http://www.lsu.edu/administration/ofa/procurement/supplier\\_registration.php](http://www.lsu.edu/administration/ofa/procurement/supplier_registration.php)

**2. Bid Delivery and Receipt**

Bids must be received and time-stamped at the "Return Bid To" address no later than the due date and time specified herein. To assure consideration, your bid must be submitted in a sealed envelope or package and should be clearly and prominently marked with the solicitation number and bid due date, or may be submitted in the special bid return envelope if one was furnished for that purpose.

Supplier are advised that the U.S. Postal Service does not make deliveries to our physical location. USPS mail is delivered to the University's mail center and is redelivered using internal resources. Suppliers may deliver bids by hand or by a courier service to the Procurement Office. The University shall not be responsible for any delays caused by the supplier's chosen means of bid delivery. Supplier is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid. Late bids cannot be accepted per LAC 34:XIII.515.B.

**3. Bid Forms**

Bids are to be submitted on the LSU solicitation forms provided, and must be signed by an authorized agent of the supplier in accordance with LAC 34:XIII.517. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the supplier's intent to be bound will not be accepted. Bid submissions should not be spiral bound.

**4. Interpretation of Solicitation/Supplier Inquiries**

If supplier is in doubt as to the meaning of any part or requirement of this solicitation, supplier may submit a written request for interpretation to the Buyer-of-Record at the address and/or fax number shown above. Written inquiries must be received in the Procurement Office no later than 4:30 pm CST four (4) business days prior to the opening of bids, and shall be clearly crossreferenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any supplier as a result of oral discussions with any LSU employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Procurement Office, and mailed or delivered to all suppliers known to have received the solicitation. LSU shall not be responsible for any other interpretations or assumptions made by supplier.

**5. Bid Addenda**

Bid Addendum is to be signed and returned with your bid. If you have already submitted your bid, and this Addendum creates a need to revise/clarify your original response in any way, you are required to submit such in writing. To be considered, your addendum response must be submitted to and received by LSU Procurement at the "Return Bid To" address stated above. Submittals for price alterations and addenda to bids must be clearly marked with the solicitation number and the bid due date/time and returned via fax, email, courier service, hand delivery, or USPS mail. Bid revisions received after bid opening cannot be considered, whereupon the supplier must either honor or withdraw its original bid.

**6. Bid Opening**

Suppliers may attend the public bid opening of sealed bids. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished.

**7. Special Accommodations**

Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Procurement Office in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

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**8. Standards of Quality**

Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Supplier must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.

**9. New Products/Warranty/Patents**

All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by LSU and specified in the solicitation. In such cases, the supplier and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Supplier guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its own expense, defend any and all actions or suits charging such infringement, and shall save LSU harmless.

**10. Descriptive Information**

Suppliers proposing an equivalent brand or model are to submit with the bid descriptive information (such as literature, technical data, illustrations, etc) sufficient for LSU to evaluate quality, suitability, and compliance with the specifications. Failure to submit descriptive information may cause bid to be rejected. Any changes made by supplier to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, supplier must state in what respect items deviate. Supplier's failure to note exceptions in its bid will not relieve the supplier from supplying the actual products requested.

**11. Bids/Prices/F.O.B. Point**

- The bid price for each item is to be quoted on a "net" basis and F.O.B. LSU Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. LSU Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Suppliers who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item or grouped basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/package specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

**12. Taxes**

Supplier is responsible for including all applicable taxes in the bid price. LSU is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

**13. Terms and Conditions**

This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, supplier agrees that contrary terms and conditions which may be included in its bid are nullified.

**14. Supplier Forms/LSU Signature Authority**

The terms and conditions of the LSU solicitation and purchase order/contract shall solely govern the purchase agreement, and shall not be amended by any supplier contract, form, etc.

The University's chief procurement officer, or authorized designee, is delegated sole authority to execute/sign any supplier contracts, forms, etc, on behalf of LSU. Departments are expressly prohibited from signing any supplier forms. Any such supplier contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom. Suppliers who present any such forms to department users for signature without regard to this strict LSU policy may face contract cancellation, suspension, and/or debarment.

**15. Awards**

Award will be made to the lowest responsible and responsive supplier. LSU reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

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**16. Acceptance of Bid**

Only the issuance of an official LSU purchase order/contract, a Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. LSU shall not be responsible in any way to a supplier for goods delivered or services rendered without an official purchase order/contract or award letter. Bid tabulations may be requested after acceptance of bid.

**17. Applicable Law**

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

**18. Awarded Products/Unauthorized Substitutions**

Only those awarded brands and numbers stated in the LSU contract are approved for delivery, acceptance, and payment purposes. Any substitutions require prior approval of the Procurement Office. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at supplier's expense, and non-payment.

**19. Testing/Rejected Goods**

Supplier warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. LSU reserves the right to test products for conformance to specifications both prior to and after any award. Supplier shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at supplier's risk and expense, and subject to supplier's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the supplier freight collect.

**20. Delivery**

Supplier is responsible for making timely delivery in accordance with its quoted delivery terms. Supplier shall promptly notify the LSU Department and/or Procurement Office of any unforeseen delays beyond its control. In such cases, LSU reserves the right to cancel the order and to make alternative arrangements to meet its needs.

**21. Default of Supplier**

Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the supplier to be in default, LSU reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the supplier with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting supplier will be considered for award.

**22. Supplier Invoices**

Invoices shall reference the LSU purchase order number, supplier's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, and submitted on the supplier's own invoice form. Invoices submitted by the supplier's third party supplier are not acceptable.

**23. Delinquent Payment Penalties**

Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Supplier penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**24. Assignment of Contract/Contract Proceeds**

Supplier shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Procurement Office. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by LSU in any dispute arising therefrom.

**25. Right to Piggyback**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Vendor shall honor all such purchase orders.

**26. Contract Cancellation**

LSU has the right to cancel any contract for cause, in accordance with procurement rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the supplier; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. LSU has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the supplier. In such cases, the supplier shall be entitled to payment for compliant deliverables in progress.

**27. Prohibited Contractual Arrangements**

Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

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**28. Equal Employment Opportunity Compliance**

By submitting and signing this bid, supplier agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Supplier agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by supplier, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.

**29. Mutual Indemnification**

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence.

**30. Certification of No Suspension or Debarment**

By signing and submitting this bid, supplier certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at [www.sam.gov](http://www.sam.gov).

**31. Right to Audit**

The University shall be entitled to audit the books and records of a supplier or any subcontractor under any negotiated contract or subcontract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the supplier for a period of five (5) years from the date of final payment under the prime contract and by the subcontractor for a period of five (5) years from the date of final payment under the subcontract, pursuant to LAC 34:XIII.1603.

**32. Diverse Supplier**

(a) Supplier understands that LSU, as the state's flagship university, has an interest in providing entrepreneurial opportunities to diversity-owned businesses. The university is dedicated to promoting the growth and development of minority, women, and small and historically underutilized businesses ("Diverse Businesses") by providing opportunities to participate in university contracts.

(b) In support of this commitment, the supplier shall use good faith and best efforts to provide opportunities to Diverse Businesses that are either certified by the state or another certifying agency in a diverse category, as a subcontractor or supplier under this agreement.

(c) If applicable, supplier shall provide LSU with a list of diversity-owned businesses during each contract year, the list of businesses should identify: (1) the name of the business; (2) its principal office or address; (3) the owner(s); and (4) the services or goods that it may provide or supply and the value of the goods or services procured from the businesses included on supplier's list.

(d) To the extent that any federal or state law, rule, or regulation would require that this section be modified or voided, the parties agree that such provision can be amended or severed from the agreement without affecting any of the other terms of the agreement.

**33. Data Privacy**

By signing and submitting this bid, I hereby authorize that all information provided in this solicitation, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#).

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ITEM NO.	ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED AMOUNT
<p><b>UNLESS SPECIFIED ELSEWHERE, SHIP ALL ITEMS TO: Office of Accounting Services Baton Rouge, LA 70803</b></p>					
1	<p>All or None</p> <p><b>Custodial Services - PMAC Custodial Operations Bid (Year 1: 2024-2025)</b></p>	12	Month	\$ _____	\$ _____
2	<p>All or None</p> <p><b>Custodial Services - PMAC Custodial Operations Bid (Year 2: 2025-2026)</b></p>	12	Month	\$ _____	\$ _____
3	<p>All or None</p> <p><b>Custodial Services - PMAC Custodial Operations Bid (Year 3: 2026-2027)</b></p>	12	Month	\$ _____	\$ _____

## LSU TERM CONTRACT – TERMS & CONDITIONS

A "Term Contract" is defined as an agreement with a supplier to provide specified goods and/or services on an as-needed basis at established prices, terms and conditions during a specific period of time (or term), and does not guarantee usage. Term Contract purchase orders (PO) issued serve as a binding contract with LSU.

### 1. Scope of Contract

This solicitation is issued to establish a term contract for the specified goods and/or services for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_, in accordance with all specifications, terms, and conditions.

### 2. Initial Contract Period

LSU intends to award all items for the initial contract period specified above. Award delays beyond the anticipated contract begin date may result in an initial award less than the specified contract period.

### 3. Contract Renewals/Extensions

At the option of LSU and acceptance by the Supplier, this contract may be renewed for \_\_\_\_\_ additional \_\_\_\_\_ month periods, or extended in partial increments thereof, at the same prices, terms and conditions of the original contract award.

### 4. Estimated Quantities

Solicitation quantities shown are estimated only and may be based on historical contract usage and/or projected needs; where usage is not available, a quantity of one (1) indicates a lack of history on this item. Suppliers are cautioned that regardless of the quantity shown in the solicitation, LSU shall not be obligated under the contract to purchase any specific or minimum amount. Supplier must supply any order requirements at the bid/contract prices, whether the total of such requirements are more or less than the estimated quantities shown.

### 5. Firm Pricing

Contract prices shall remain firm for the duration of the contract term; and no price increases will be allowed, unless escalation/de-escalation provisions are specifically provided for herein. Prices may not exceed the current nationally advertised and available General Services Administration (GSA) Price Schedule if one exists.

*LSU is a member of the National Association of Educational Procurement (NAEP) and the E & I Cooperative Purchasing Service.*

### 6. Insurance Requirements

If an automobile is utilized in the execution of the contract, including deliveries made with company owned, hired, and/or non-owned vehicles, Supplier shall be required to furnish a certificate of insurance evidencing coverages per attached insurance requirements. The Board of Supervisors of Louisiana State University and Agricultural & Mechanical College shall be named as an additional insured on all liability policies.

### 7. Supplier Parking on the LSU Campus – Permits & Gate Passes

LSU A & M Campus: Suppliers needing access to reserved, gated "C" parking lots or to controlled access streets in the center of campus for logistics in performing business with LSU, must apply for gate passes through the LSU Office of Parking & Transportation Services (PTS). Visit the LSU/PTS website at [www.lsu.edu/parking](http://www.lsu.edu/parking) and the "Parking & Permits" webpage for details.

Other Campuses: For parking information, contact Buyer-Of-Record for instruction or refer to specific campus parking instructions.

### 8. Supplier Non-Performance

Supplier is required to perform in strict accordance with all contract specifications, terms, and conditions. Supplier will be advised in writing of non-performance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event supplier nonperformance is deemed severe, LSU reserves the right at its sole discretion to suspend supplier and cancel the contract with a ten (10) day written notice. Contract cancellations due to non-performance may be cause to deem the supplier non-responsible in future solicitations.

### 9. Contract Amendments

Requests for contract changes must be made in writing by an authorized agent/signatory of the supplier and submitted to LSU Procurement Services for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by LSU Procurement Services and issuance of a formal LSU Contract Amendment or PO Change Order. The supplier shall honor purchase orders issued prior to the approval of any contract amendment as applicable.



**10. Price Reductions**

Whenever price reductions are made by the Supplier/Manufacturer during the LSU contract term, and which are offered to similarly-situated customers [i.e. those contracting under similar terms, conditions, periods, etc], and which are lower than LSU contract prices, said reductions shall be afforded to LSU.

Supplier shall give prompt written notice to LSU Procurement Services of any such price reduction and effective date for issuance of a formal contract amendment. Price reductions must be offered to all departments. Suppliers found to have knowingly and willfully withheld such price reductions may be required to reimburse LSU of any overcharges.

**11. Product Substitutions**

Only those awarded brands and numbers, furnished in the packaging/units of measure and at the unit prices stated in the LSU contract, are approved for order, receipt, and payment purposes. Unauthorized product substitutions are subject to rejection at time of delivery, post-return at Supplier's expense, and non-payment.

By submitting a bid, Suppliers are expected to have sound supplier agreements in place to support and responsibly perform their contractual term obligations with LSU. Unless discontinued by the manufacturer without replacement, Suppliers are expected to honor the awarded brands/numbers throughout the contract term. Substitution requests based merely on the Supplier's own elective change to another supplier may be disapproved at the sole discretion of LSU Procurement Services.

Departments are not authorized to approve or accept product substitutions without Procurement Services' approval. Suppliers who act without regard to this procedure may face contract cancellation, suspension, and/or debarment.

**12. Right to Add Department/Campus Users**

Where this solicitation may name one department as the primary contract user, LSU reserves the right to authorize additional departments/campuses to use the contract as their needs arise; and Supplier shall honor all such purchase orders.

**13. Non-Exclusivity**

This agreement is non-exclusive and shall in no way preclude LSU from entering into similar agreements and/or arrangements with other Suppliers or from acquiring similar, equal, or like goods and/or services from other entities or sources.

**14. Contract Usage Report**

The Supplier shall keep records of all purchases under this contract and shall be prepared to furnish a contract usage report to LSU upon request at any time during the contract term. Contract usage reports must minimally capture and report the following: item numbers and brief item descriptions; total quantities and dollars for each item subtotaled by using department names; and overall contract quantities and dollars.

**15. Contract Evaluation**

LSU Procurement Services welcomes suggestions for contract improvements to effectively meet the needs of the departments we serve. Department feedback relative to the incumbent Supplier's performance will be requested for consideration when determining our contract options for renewal or re-solicitation. Supplier performance will be monitored for compliance with contract terms and conditions, and reports of deficient performance will be appropriately addressed with the Supplier.

**16. Termination for Non-Appropriation of Funds**

*The following condition shall apply to any contract covering multiple fiscal years:*

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

**17. Termination for Convenience**

The University may terminate this Agreement at any time by giving thirty (30) days written notice to Contractor of such termination or negotiating with the Contractor an effective date.

**18. Contract Documents**

In the event that any conflict arises between the documents that constitute the agreement, the following order of precedence should apply:

- A. Solicitation Specifications
- B. LSU Term Contract – Terms & Conditions
- C. Solicitation Special Terms & Conditions
- D. Solicitation Standard Terms & Conditions



## Insurance Minimum Limits and Requirements for Standard Contractor/Vendor Agreements

### INSURANCE

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below minimum limits. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements. Therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

#### **Workers' Compensation**

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Contractor/vendor is exempt from workers' compensation or fails to provide appropriate coverage, then the Contractor/vendor is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

#### **Commercial General Liability (CGL)**

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

#### **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000 on ISO form number CA 00 01 or equivalent. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

#### **Excess Insurance**

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

### Other Insurance Requirements

#### ***Additional Insured Status***

The University is to be listed as an Additional Insured on the Commercial General Liability (must use an endorsement at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms with edition date 2004 if later revisions used). See *Verification of Coverage* section on how the University should be listed as an Additional Insured.

#### ***Waiver of Subrogation/Recovery***

All insurances shall include a waiver of subrogation/recovery in favor of the University.

#### ***Primary Coverage and Limits of Insurance***

For any claims related to work performed for or on behalf of the University or related to an agreement/purchase order, the contractor/vendor's insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the Contractor/vendor's insurance and shall not contribute with it.

#### ***Subcontractors***

Subcontractors of the Contractor/vendor shall be subject to all of the requirements stated herein. Contractor/vendor shall include all subcontractors as insureds under its policies or shall be responsible for verifying insurance coverages and limits and maintaining Certificates of Insurance for each subcontractor. The University reserves the right to receive from the Contractor/vendor copies of subcontractors' certificates.

#### ***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions above \$25,000 must be approved by the University or reduced prior to the commencement of work. The University may require the Contractor/vendor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

#### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

#### ***Verification of Coverage***

The University shall be listed as Additional Insured and Certificate Holder as follows:

**The Board of Supervisors of Louisiana State  
University and Agricultural & Mechanical College  
213 Thomas Boyd Hall  
Baton Rouge, LA 70803**

Certificates of Insurance shall be furnished to the University evidencing the insurance required herein including amendatory endorsements. The University's failure to obtain the required documents prior to the work beginning or acceptance of a non-compliant certificate shall not waive the Contractor/vendor's obligation to have in place the required insurances or to provide the certificate. The University reserves the right to require certified copies of all the insurance policies, including endorsements.

#### ***Special Risks or Circumstances***

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



## **Insurance Minimum Limits and Requirements for Standard Supplier Agreements (no services to be performed)**

The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College (henceforth referred to as "University") requires contractors/vendors to procure the below insurance. The insurance must be maintained for the duration of work performed for or on behalf of the University, and for the length of any agreement with the University. Failure to maintain the required insurance throughout the term of the Agreement shall be a material breach, and shall entitle University to all remedies provided for in the Agreement, or by operation of law. The minimum insurance requirements described herein do not in any way limit the contractor/vendors' financial responsibilities as outlined in the agreement's Indemnification requirements; therefore, the contractor/vendor may opt to have broader coverage and limits to satisfy its financial obligations.

### **Workers' Compensation**

Workers' Compensation insurance shall be in compliance with the laws of the state in which the company is domiciled. Employer's Liability shall be included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If Supplier is exempt from workers' compensation then the Supplier is or agrees to be solely responsible and hold harmless the University for the injuries of any owners, agents, volunteers, or employees during the course of the agreement.

### **Commercial General Liability (CGL)**

Commercial General Liability insurance shall be maintained on an "occurrence" basis, including property damage, bodily injury, products & completed operations, and personal & advertising injury with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG 00 01, ISO 2007 edition or equivalent.

### **Automobile Liability**

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned vehicles.

### **Excess Insurance**

Umbrella or Excess insurance may be used to meet the minimum limit requirements for liability insurance.

## **Other Insurance Requirements**

### ***Additional Insured Status***

The University is to be listed as an Additional Insured on the Commercial General Liability policy.

### ***Primary Coverage***

For any claims related to an agreement/purchase order, the suppliers' insurance coverage shall be primary insurance as respects to the University. Any applicable insurance or self-insurance maintained by the University shall be excess of the supplier's insurance and shall not contribute with it.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A- VII, unless otherwise approved by the University.

### ***Special Risks or Circumstances***

LSU reserves the right to consider alternate coverage or limits and to modify these requirements, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

## LSU PMAC Facility – Custodial Services

1. **Purpose:** Establish a contract to provide daily custodial services to areas in the LSU PMAC Facility (PMAC). This contract replaces the day-to-day custodial staff in the PMAC that is currently used to clean TAF spaces, team spaces, and other areas in the facility.

**This contract will exclude all pre-event and post-event cleanings.** Those services are currently handled by a different supplier through a separate contract. The services/cleaning shifts under this contract will not overlap with the event cleaning contract. However, the supplier of this contract may occasionally be pulled to the arena area for spot cleaning if additional cleaning is needed.

Cleaning shall be in accordance with Attachment A- Scope of Work. Additional tasks may also be assigned under the direction of LSU Athletics as needed and may include: cleaning of trophy cases and trophies, wiping down and cleaning of lockers, scrubbing and buffing of hard surface floors, deep cleaning of premium spaces and any additional task to help enhance the appearance of the specified spaces. Please note that tasks will be completed while teams are not actively using the spaces.

There will be a designated Athletics Project Manager (APM) for this Contract who will provide oversight of the activities conducted hereunder. The APM for this Contract will be identified upon award. Notwithstanding the Supplier's responsibility for total management during the performance of this Contract, the APM shall be the principal point of contact on behalf of the University and will be the principal point of contact for Supplier concerning Supplier's performance under this Contract.

2. **Performance Bond**

The Supplier shall be required to provide a performance (surety) bond **in the amount of one-hundred seventy-five thousand dollars (\$175,000)** to insure the successful performance under the terms and conditions of the contract negotiated between the Supplier and the University. **Any performance bond furnished 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 10 percent (10%) 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.**

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a limit of 10 percent (10%) of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent (15%) of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance.

The performance bond is to be provided within fifteen (15) working days from request. Failure to provide within the time specified may cause your bid to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company

that is currently licensed to do business in the State of Louisiana. If the contract is extended, then the performance bond shall be required to be renewed for each successive contract term.

**3. Mandatory Pre-Bid Meeting**

**A mandatory pre-bid meeting shall be held on Monday, May 20<sup>th</sup> at 9:30 AM CST. All interested suppliers shall meet at the North East lower portal metal roll up door.** PMAC is located on North Stadium Dr. across from Tiger Stadium. See Attachment E- Mandatory Pre-Bid Meeting Location Map. Suppliers may park in the spaces across from Mike's Habitat. **Failure to attend the mandatory pre-bid meeting shall result in disqualification and bid(s) submitted by that supplier shall not be evaluated. Suppliers that arrive after the mandatory pre-bid meeting has started will not be allowed to participate and will be turned away. All suppliers participating in the mandatory pre-bid meeting are required to stay for the entire time. If anyone leaves before the meeting is over, their bid shall not be considered.**

**This is not intended to be an open Q&A session. Any questions that may arise as a result of the mandatory pre-bid meeting should be sent to Erica Pino at epino2@lsu.edu. Official answers will be stated in writing in the form of an addendum.**

**4. General Conditions:**

4.1. Supplier is to be, in all respects, an independent Supplier and none of his employees are to be regarded as employees of the University. Employees will be working in conjunction with Athletic Facilities custodial staff.

4.1.1. Supplier is to contract for goods, services and employment in the firm's name and not implicate the University directly or by inference in any transactions.

4.2. Subcontractors: Any subcontractors being utilized to complete part or all of the above described work must be approved by LSU Athletic Facilities prior to work taking place.

4.2.1. If approved, the supplier will take full responsibility for subcontractor.

4.3. Any damage done by employees of the supplier shall be the direct responsibility of the supplier.

4.4. Louisiana State University is a tobacco-free campus and this shall be adhered to in all athletic venues.

**5. Experience & Qualifications:**

5.1. Supplier shall provide a supervisor to oversee and supervise all work under the contract. It will be required that the supervisor be on site for the duration of these services. Supervisor shall have a minimum of three (3) consecutive years of experience supervising custodial services for a contract of this size. **Supplier shall furnish with their bid submission the name and qualifications of the supervisor.** See Attachment B -Supervisor Qualifications.

5.2. A secondary supervisor shall be made available in the event the primary supervisor is

unavailable. The secondary supervisor shall also have a minimum of three (3) consecutive years of experience supervising custodial services for a contract of this size. **Supplier shall furnish with their bid submission the name and qualifications of the secondary supervisor.** See Attachment B -Supervisor Qualifications.

- 5.3. Supplier shall have a minimum of (5) years of experience providing commercial office space custodial services. **Supplier shall furnish with their bid a minimum of 3 references. At least 1 of these references must be from a contract that included a commercial office space with a minimum of 200,000 square feet.** See Attachment C -Reference Sheet.

**6. Supplier Personnel:**

- 6.1. All personnel are expected to work in a manner which will maintain the security and best interests of the University. The University reserves the right to require the supplier to remove from all work in this contract any employee deemed incompetent, careless, insubordinate, or otherwise objectionable, or any personnel whose actions are deemed to be contrary to the public interests or inconsistent with the best interest of the University.
- 6.2. Supervisor must be on the job site each day cleaning is performed and be accessible to the LSU Athletics' Facilities representative. Supervisor must have capability to communicate with his/her staff. Supplier is responsible for providing all equipment necessary for communicating with his/her staff (i.e., radios, etc.).
- 6.3. Supplier shall not allow any person under twenty (20) years of age or any person that is not on the supplier's payroll in the building at any time.
- 6.4. Anyone associated with the supplier will be the supplier's responsibility.
- 6.5. All objects (wallets, clothes, umbrellas, etc.) found by supplier or supplier's personnel shall be turned into the LSU Athletic Operations representative.
- 6.6. Supplier is to report to LSU Athletic Facilities representative, in writing, anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc. immediately upon findings.
- 6.7. There is no smoking or consuming of alcoholic beverages while on the premise and in doing so shall result in a deficiency on the contract.
- 6.8. Any employee found to be under the influence of drugs or alcohol will be asked to be removed immediately and will result in a deficiency on the contract.
- 6.9. Background Checks: Due to the diverse work force, faculty and students at the University, there are many vulnerable populations in the campus community. In an effort to ensure their safety, the Supplier must provide a letter certifying that criminal history checks have been conducted on all security and personnel providing service to the University. Said letter shall be provided if requested by the APM. As team members are added throughout the term, an updated letter must be provided. An updated letter will be required for all employees, and any additional employees that may be used. The criminal history check information must be maintained on file by the Supplier, and LSU reserves the right to request copies of the criminal

history checks at any time. The Supplier shall be required to adhere to all University policies.

6.10 Uniforms: Uniform shirts will be provided by LSU Athletics. At a minimum, acceptable dress is as follows, purple or gold shirt (provided by LSU Athletics), pants or shorts with closed toe shoes. Pants & shorts can either be jean or khaki. All personnel of the supplier will be required to wear and display identification badges stating company name and worker's name. Supplier personnel must also arrive to work in proper uniform attire. LSU Athletics can change uniform policy for the contract at any time if needed.

6.11. Lunch breaks and eating areas will be coordinated with the supplier.

**7. LSU Athletics' Responsibilities:**

7.1. LSU Athletics will provide all expendable supplies, i.e. toilet paper, paper towels, soap.

7.2. LSU Athletics will provide all chemicals and cleaning equipment needed to complete the tasks listed in this bid.

7.3. The LSU Athletic Facilities representative is to at all times have access to all areas of work in progress.

7.4. Staff designated for all areas of the contract must be separate from any other contract that may be held with the University or Athletic Department.

7.5. Checklists will be utilized to verify all aspects of these specifications are met for each cleaning. Should any items not completed on the checklist remain uncompleted by the agreed upon deadline, a deficiency shall be documented.

7.6. LSU Athletic Facilities reserves the right to remove an employee for any reason deemed necessary including but not limited to the following:

- Tip jars
- Taking of marketing materials, concession items or any items deemed unnecessary to complete the tasks set forth in this contract.
- Inappropriate or other suggestive moves or words
- Anyone seeming to be under the influence of any drugs or alcohol
- Anyone insubordinate to LSU Athletic Operations staff.

**8. Contract Deficiencies:**

Any deficiencies within the contract will be documented and communicated to the Supplier by the APM and the Supplier shall have an opportunity to remedy the situation. Deficiencies may include but are not limited to the following:

- Failure to complete tasks as specified
- Inappropriate conduct of employees
- Lack of supervision or work not performed in accordance with the specifications.

**9. Invoicing**

LSU Athletics shall be invoiced in accordance with the line items and prices in the bid on a weekly basis. Invoices are to be emailed to the LSU Athletics point of contact (info to be given after award) on Mondays for the week that was just completed.



## **ATTACHMENT A- Scope of Work**

### **1. SCOPE OF WORK**

- Service Schedule:

Supplier is required to provide 2 employees and 1 working Supervisor to clean the PMAC and team spaces as specified by LSU Athletics.

Anticipated contract start date is 2 weeks after receipt of purchase order.

A normal shift will be an 8-hour shift from 4:00am-12:30pm (includes 1/2 hour lunch break) Monday through Friday. **LSU Athletics reserves the right to adjust the 8-hour shift schedule at any point. If schedule adjustment is needed, Athletics will give at least a 3 week notice before schedule change.**

- On a typical day for this contract, the supplier will service specified areas in accordance with the listed General Cleaning Standards and as determined by LSU Athletics in the PMAC from approximately 4:00am-9:30am. The remainder of the shift (after lunch break) will be spent finishing up routine tasks and doing other miscellaneous custodial work within the PMAC practice/team spaces.
- The PMAC is approximately 193,700 sqft. Refer to Spreadsheet – Attachment D – PMAC Square Footages for breakdown of total square footage.

### **2. LOCKER ROOM/OFFICES/BREAKROOMS/ARENA/COMMON AREAS**

- All trash receptacles to be emptied and trash removed to a collection point. Replace liner and damp wipe receptacle if needed.
- Vacuum all carpeting, including carpet mats. (Supplier is not responsible for removal of staples in carpets.)
- Clean and polish drinking fountain water dispensers.
- Thoroughly dust all horizontal surfaces: including desktops, telephones, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas. Damp wipe as needed. Any personal items and office decorations shall not be moved.
- Kitchen/Break room Areas: Damp wipe tables, chairs, counter, exterior of appliances, and sink. Check walls and cabinets for splash/spill marks and remove as necessary.
- Wipe down all door frames.
- Remove all cobwebs.
- Dust mop hard surface floors with a non-treated dust mop.
- Damp mop hard surface floors to remove any spillage or soiled areas.
- Damp wipe entrance metal and finger marks on entrance glass.
- Spot clean all glass (windows, partitions and doors).
- Use a high co-efficient disinfectant and color-coded microfiber cloths for proper sanitation.
- Spot clean all glass (windows, partitions and doors).
- Use a high co-efficient disinfectant and color-coded microfiber cloths for proper sanitation.
- Auto scrub all tile surfaces.

- Clean all stairwells and wipe handrails.

### **3. RESTROOMS**

- Remove trash and sweep restrooms.
- Use multi-cleaning foaming agent to spray all surfaces in the restroom.
- Use bi-level brush thoroughly on the floor.
- Clean sinks.
- Wash out restroom/squeegee all water to the drain.
- Dry toilet bowls.
- Scrub and sanitize the exterior and interior surfaces of all sinks.
- Wipe down, sanitize and polish all fixtures including paint, stickers, graffiti or any other foreign materials.
- Clean and polish all mirrors and dispensers including paint, stickers, graffiti or any other foreign materials.
- Dust all ledges, sills, moldings and other exposed horizontal surfaces.
- Remove smudges, graffiti, paint, stickers, graffiti and fingerprints and sanitize all stall partitions and doors.
- Remove and clean all light fixtures and remove dead bugs. Replace fixtures upon completion.
- Disinfect all feminine waste receptacles and remove paint, stickers, graffiti or any other foreign materials.
- Remove all cobwebs. This includes any cobwebs in the entry ways of restrooms.
- Place and line trash cans.
- Line wall trash cans.
- Once restroom is dry, stock expendable restroom supplies from Athletic Department inventory.

### **4. WEIGHT ROOM/TRAINING ROOM/SATELLITE NUTRITION AREAS**

*\*\*\*Please note satellite nutrition areas are spaces that are currently “grab and go stands” in various locations. A dedicated nutrition space has not been built yet but is expected to be completed in 2024. Once this area is complete, it will be included in the scope of the contract\*\*\**

- All trash receptacles to be emptied and trash removed to a collection point. Replace liner and damp wipe receptacle if needed.
- Vacuum all carpeting, including carpet mats. (Supplier is not responsible for removal of staples in carpets.)
- Clean and polish drinking fountain water dispensers.
- Thoroughly dust all horizontal surfaces: including desktops, telephones, files, windowsills, chairs, tables, pictures and all manner of furnishing in above named areas. Damp wipe as needed. Any personal items and office decorations shall not be moved.
- Kitchen/Break room Areas: Damp wipe tables, chairs, counter, exterior of appliances, and sink. Check walls and cabinets for splash/spill marks and remove as necessary.
- Dust mop hard surface floors with a non-treated dust mop.
- Damp mop hard surface floors to remove any spillage or soiled areas.
- Damp wipe entrance metal and finger marks on entrance glass.
- Spot clean all glass (windows, partitions and doors).
- Use a high co-efficient disinfectant and color-coded microfiber cloths for proper

sanitation.

- Auto scrub all Mondo rubber surfaces (per manufacturer)
- Spot clean all glass (windows, partitions and doors).
- Use a high co-efficient disinfectant and color-coded microfiber cloths for proper sanitation.
- Auto scrub all tile surfaces.
- Clean all stairwells and wipe handrails

General Cleaning Standards							
Task	Exterior Entrances, Stairwells	Hallways, Public Spaces	Restrooms, Locker Rooms	Classrooms, Labs	Conference, Study Rooms	Offices	Courts
Trash/Recycling							
Empty trash cans	daily	daily	daily	daily	daily	daily	daily
Spot clean trash containers	as needed	as needed	as needed	as needed	as needed	as needed	as needed
General Cleaning							
Remove litter and debris (inside)	daily	daily	daily	daily	daily	daily	daily
Straighten furniture	as needed	as needed		as needed	as needed		as needed
Clean entrance mats	annually	annually	annually	annually			annually
Clean or disinfect doorknobs, lever handles, push plates, push bars, and pull handles	quarterly	quarterly	monthly	quarterly	quarterly	quarterly	quarterly
Disinfect restroom fixtures, mirrors			daily				
Disinfect restroom partitions			weekly				
Restock restroom supplies			daily				
Clean water fountains		daily					
Spot clean doors, door windows and entrance ways	daily	as needed	weekly	as needed	as needed	as needed	
Clean whiteboards			as needed	daily	daily		as needed
Vacuum or damp wipe furniture	annually	annually	monthly	quarterly	quarterly	annually	
Remove graffiti	as needed	as needed	as needed	as needed	as needed	as needed	as needed
Dust open surfaces	monthly	monthly	daily	weekly	weekly	as requested	monthly
Dust vents	semi-annually	quarterly	monthly	semi-annually	semi-annually	semi-annually	semi-annually
Clean sinks		daily	daily		daily		
Clean/sanitize toilets or urinals			daily				
Wash inside of windows	weekly	monthly	monthly	monthly	monthly	semi-annually	monthly
Dusting blinds	annually	annually	annually	annually	annually	annually	
Replace light bulbs	as needed	as needed	as needed	as needed	as needed	as needed	annually
Spot clean walls and doors	daily (as needed)	daily (as needed)	weekly	semi-annually	semi-annually	semi-annually	monthly
Clean light fixtures	annually	annually	annually	annually	annually	annually	annually
Dust window sill	monthly	monthly	monthly	monthly	monthly	monthly	
Floor Care							
Vacuum walk-off mats	3x per week	3x per week					3x per week
Vacuum	daily	daily	daily	2x per week	2x per week	2x per week	
Sweep	daily	daily	daily	2x per week	2x per week	2x per week	daily
Drag							daily
Wet mop or autoscrubb floors	weekly	3x per week	daily	weekly			
Spot clean carpet	as needed	as needed	as needed	as needed	as needed	as needed	
Shampoo carpet	annually	annually	annually	annually	annually	annually	
strip/scrub and refinish	annually	annually	annually	annually	annually	annually	
Refinish floor							annually

\* classrooms/labs in the above chart are not applicable to this contract

ATTACHMENT B – Supervisor Qualifications

**1. Name of Supervisor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Year 1 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Year 2 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Year 3 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Name of Secondary Supervisor:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Year 1 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Year 2 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Year 3 Experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTACHMENT C - Reference Sheet

**1. Name of company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Scope of Work & Size of Building Covered Under Contract:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contract dates:** \_\_\_\_\_

**2. Name of company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date(s) of work performed:** \_\_\_\_\_

**Scope of work & Size of Building Covered Under Contract:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Contract dates:** \_\_\_\_\_

**3. Name of company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Date(s) of work performed:** \_\_\_\_\_

**Scope of work & Size of Building Covered Under Contract:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contract dates:** \_\_\_\_\_

## Attachment D- PMAC Square Footages

<b>TAF Offices in PMAC</b>	<b>Number of Areas</b>	<b>Sqaure Footage</b>	<b>Refer to Attachment A: Scope of work sections</b>
Seating area to Entrance	1	796	Section #2
M103L	1	170	Section #2
President Office	1	413	Section #2
M103D	1	95	Section #2
M103E	1	250	Section #2
M103F	1	104	Section #2
M103H	1	327	Section #2
M103J	1	133	Section #2
Conference Room	1	581	Section #2
M106	1	194	Section #2
M110	1	178	Section #2
Assembly Center	1	117	Section #2
M114	1	251	Section #2
Women's Restroom	1	148	Section #3
Men's Restroom	1	11	Section #3
M103N	1	133	Section #2
M103M	1	127	Section #2
M103A	1	96	Section #2
M103C	1	96	Section #2
M103G	1	239	Section #2
M103P	1	166	Section #2
M103B	1	173	Section #2
M120	1	145	Section #2
M124	1	162	Section #2
Hallway (left)	1	386	Section #2
Hallway by Storage	1	52	Section #2
Hallway (Middle-Front desk)	1	131	Section #2
Hallway (right)	1	378	Section #2
Hallway near exit	1	53	Section #2
<b>Total Square Footage to Clean</b>	<b>29</b>	<b>6,105</b>	

<b>Event Arena Area in PMAC</b>	<b>Number of Areas</b>	<b>Sqaure Footage</b>	<b>Refer to Attachment A: Scope of work</b>
<b>Arena Bowl</b>	1	122,331	Section #2
Stairs	1	396	Section #2
Upper Lobby	1	811	Section #2
Pre Function	1	2,187	Section #2
Breezeway	1	2,527	Section #2
Concession	1	225	EXCLUDED
Restroom Mens	3	130	Section #3
Restroom Womesn	3	119	Section #3
Concession F	1	225	EXCLUDED
Concession Q	1	209	EXCLUDED
Concession U	1	227	EXCLUDED



Concession A	1	237	EXCLUDED
Concession C	1	282	EXCLUDED
Concession E	1	230	EXCLUDED
Concession (grade level)	1	250	EXCLUDED
Courtside Club	1	1,672	Section #2
WBB Locker Room	1	518	Section #2
WBB Kitchen/Lounge	1	552	Section #2
WBB Coaches Locker Room	1	192	Section #2
WBB Film Room	1	418	Section #2
WBB Training Room	1	782	Section #4
WBB Salon	1	152	Section #2
WBB Restroom	1	234	Section #2
VB Locker Room	1	396	Section #2
VB Lounge/Kitchen	1	510	Section #2
VB Restroom	1	384	Section #2
VB Film Room	1	342	Section #2
Gymnastics Locker Room	1	1,064	Section #2
Gymnastics Restroom	1	225	Section #3
VB Practice Gym	1	8,000	Section #2
VB Storage Room/AT Room	1	1,220	Section #2
Curtain Room	1	690	Section #2
Officials Locker Room	1	180	Section #2
Legend's Club	1	4,250	Section #2
Visiting Lower Cast	1	615	Section #2
Visiting Upper Cast	1	536	Section #2
Visiting Athletic Training Room	1	100	Section #4
Visiting Coaches 1	1	100	Section #2
Visiting Coaches 2	1	100	Section #2
Green Room	1	640	Section #2
<b>Total Square Footage to Clean</b>	<b>38</b>	<b>152,373</b>	

<b>Practice/Team Areas in PMAC</b>	<b>Number of Areas</b>	<b>Square Footage</b>	<b>Refer to Attachment A: Scope of work</b>
Gymnasium	2	11,292	Section #2
Viewing	2	117	Section #2
WBB Gym Storage		480	Section #2
Women Restroom - WBB Gym		102	Section #3
Weight Room		1664	Section #4
Corridor (RG 2005)		1855	Section #2
Elevator		48	Section #2
Corridor (RG 2005)		1335	Section #2
Women Restroom		163	Section #3
Men Restroom		165	Section #3
Storage		257	Section #2
MBB Laundry		252	Section #2
Elevator Equipment		125	Section #2
Janitor		120	Section #2

Strength Coach Office		144	Section #2
Corridor		487	Section #2
MBB Coach's Locker		291	Section #2
Hydro		214	Section #2
MBB Equipment Issue		341	Section #2
MBB Training		481	Section #4
Office		135	Section #2
MBB Viewing Room		437	Section #2
Corridor		205	Section #2
Corridor		274	Section #2
Team Shower		189	Section #2
Team Wet Room		296	Section #2
Team Locker Room		707	Section #2
Lounge		278	Section #2
Lounge		104	Section #2
Corridor		393	Section #2
MBB Gym Storage		272	Section #2
Corridor		723	Section #2
Satellite Nutrition Areas	TBD	TBD	Section #4
<b>Total Square footage to clean</b>		<b>35,238</b>	

Attachment E- Mandatory Pre-Bid Meeting Location Map



- ★ Parking
- ★ Meeting Location