



BIDS MUST BE RECEIVED BY:

**July 30, 2026 – 2:00PM**

**SOLICITATION: 26-003**

ISSUE DATE: 07/08/2026

FILL IN VENDOR NAME & ADDRESS BELOW:

[Empty box for vendor name and address with an arrow pointing to it from the left]

**PLEASE MAIL SIGNED BID TO:**

SOUTH LOUISIANA COMMUNITY COLLEGE  
ATTN: PURCHASING BID# 26-003  
1101 BERTRAND DRIVE  
LAFAYETTE, LA 70506

**BIDS NOT DELIVERED BY THE U.S. POSTAL SERVICE MAY BE SENT TO:**

SOUTH LOUISIANA COMMUNITY COLLEGE  
ATTN: PURCHASING BID# 26-003  
320 Devalcourt Street  
LAFAYETTE, LA 70506

**BUYER:** Nicole Manuel

**PHONE:** 337-521-8898

**BIDS MUST BE SIGNED TO BE CONSIDERED**

**INSTRUCTIONS TO PROPOSERS:**

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL PROPOSED PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTION, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
4. PROPOSED PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE SPECIFIED IN THE BID REQUIREMENTS. BIDS CONTAINING "PAYMENT IN ADVANCE" C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: \_\_\_\_\_ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.

**THE BIDDER CERTIFIES:**

- COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- THAT IF MY BID IS ACCEPTED WITHIN 90 DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION)
- DELIVERY WILL BE MADE WITHIN 14 DAYS AFTER RECEIPT OF ORDER.
- BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. **THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.**

Please print name:

Signature

Date:

\_\_\_\_\_

### **TERMS AND CONDITIONS**

- 1) ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.
- 2) BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON AND IN ACCORDANCE WITH FORMS PROVIDED.
- 3) BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
- 4) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITIES.
- 5) BID SUBMISSIONS MUST BE MANUALLY SIGNED IN INK.
- 6) BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAW OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- 7) IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.
- 8) PRICES: UNLESS OTHERWISE SPECIFIED BY SOUTH LOUISIANA COMMUNITY COLLEGE IN THE SOLICITATION, BIDS PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY PROPOSER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC) AS SPECIFIED IN THE BID.
- 9) DESCRIPTIVE INFORMATION: BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR SOUTH LOUISIANA COMMUNITY COLLEGE TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE PROPOSAL TO BE REJECTED.
- 10) CONTRACT RENEWALS: UPON AGREEMENT OF SOUTH LOUISIANA COMMUNITY COLLEGE AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.
- 11) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTICE.
- 12) THE QUANTITIES LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY SLCC TO INCREASE OR DECREASE THE AMOUNT AT THE UNIT PRICES STATED IN THE BID.
- 13) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO TIME REQUESTS FOR SERVICE ACCORDING TO INDIVIDUAL CAMPUS REQUIREMENTS.
- 14) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO REDUCE THE NUMBER OF SERVICE LOCATIONS OR ADD TO THE NUMBER OF SERVICE LOCATIONS AT THE UNIT PRICES STATED IN THE BID.
- 15) FREQUENT SUPERVISOR LEVEL INSPECTIONS MAY BE REQUESTED OF THE SUCCESSFUL BIDDER. THESE INSPECTIONS SHALL BE DOCUMENTED AND PROVIDED TO THE SLCC SECURITY DIRECTOR.
- 16) VENDOR MUST PROVIDE PROOF OF LIABILITY AND WORKERS COMPENSATION INSURANCE.

### **Mandatory Site Visits**

Each bidder must perform mandatory pre-bid site visits. A pre-bid conference shall be held at South Louisiana Community College's Ardoin Conference Room located at 1101 Bertrand Dr., Lafayette, LA 70506 on July 23, 2026 at 10:00am CST. Proposers that are unable to attend the scheduled conference may schedule a visit by contacting:

**Buck Andrus, Associate Director Facilities O&M**

**337-521-8939**

- Site visits must take place before scheduled bid opening.
- A signed copy of the attached Site Visit Verification Form must be submitted with the bid proposal.
- **Oral communications during site visits shall be considered unofficial and non-binding.**



**SOLICITATION: 26-003**

**PRINT VENDOR NAME & ADDRESS BELOW:**

**BUYER:** Nicole Manuel **PHONE:** 337-521-8898

Item	Description	Quantity	Unit	Unit Price	Extended Amount
1	Custodial services according to the attached specifications for 324 Dulles Drive, Lafayette, LA location (Building A and B only)	12	Month		
2	Custodial services according to the attached specifications for 118 Shepard Drive, Lafayette, LA location (Lafayette Airport Extension Campus)	12	Month		
3	Custodial services according to the attached specifications for 150 Sager Brown Road, Baldwin, LA location (Port of West St. Mary site)	12	Month		
4	Custodial services according to the attached specifications for 1115 Clover Street, Abbeville, LA location (Building E/Workforce Building)	12	Month		
5	Custodial services according to the attached specifications for 6165 I-49 Service Road, Opelousas LA location (Building E,F, and G)	12	Month		
6	Hourly rate for temporary custodial worker for the Lafayette Campus, located at 1101 Bertrand Drive, LA. H&S, Ardoin, Devalcourt.	1	Hour		
7	Hourly rate for temporary custodial worker for the New Iberia Campus Buildings, located at 908, 609, and 601 Ember Drive, LA	1	Hour		
8	Hourly rate for temporary custodial worker for the Franklin Campus, located at 1013 Perret St, Franklin, LA	1	Hour		
9	Hourly rate for temporary custodial worker for the Crowley Campus, located at 1933 W. Hutchinson, Crowley, LA	1	Hour		
10	Hourly rate for temporary custodial worker for the Ville Platte Campus, located at 1124 Vocational Dr., Ville Platte, LA.	1	Hour		
11	Hourly rate for temporary custodial worker for the St. Martinville Campus, located at 6305 Main Highway, St. Martinville, LA	1	Hour		
12	Hourly rate for temporary custodial worker for the Abbeville Campus, located at 1115 Clover Street, Abbeville, LA	1	Hour		
13	Hourly rate for temporary custodial worker for the Opelousas Campus, located at 332 East South Street, Opelousas, LA	1	Hour		
14	Hourly rate for temporary custodial worker for the Morgan City Campus Buildings, located at 900 & 3225 Youngs Rd, Morgan City, LA	1	Hour		

Please print name:

Signature

Date:

\_\_\_\_\_

## **SPECIFICATIONS**

### **I. Cleaning Details**

#### **A. RESTROOMS (ALL) - Daily task**

1. Check/Clean restrooms daily. Check/Stock dispensers daily, stock hand towels, tissue, toilet seat covers, sanitary bags, and hand soap. Material shall be supplied by South Louisiana Community College.
2. Empty sanitary napkin receptacles and clean with disinfectants. Replace receptacle bags with new bags.
3. Empty trash receptacles and wipe clean inside and outside. Spray interior with disinfectant.
4. Clean and polish mirrors.
5. Wipe hand towel dispenser covers so as not to leave any paper residue, finger, or water marks. Clean with disinfectant.
6. Toilets and urinals shall be cleaned and disinfected inside and out to achieve a sanitary condition and remove mineral deposits, toilet rings, etc. Cleaning/Sanitizing shall include all parts of fixture from floor to top of fixture and interior of fixture.
7. Wipe and disinfect all sink basins to remove any rings or marks. Clean adjacent walls of splash residue.
8. Wipe clean and disinfect partition walls adjacent to toilets and urinals.
9. Clean and disinfect counter tops.
10. Wet mop restroom floors with neutral pH disinfectants. Clean stains as required.
11. Check, clean/treat, drains, urinals, toilets and toilet bases with a safe cleaner and disinfectant treatment to mitigate smells and protect surfaces and/or piping.

#### **B. RESTROOMS (ALL) Weekly task**

12. Polish bright work 2 times weekly.
13. Dust partitions, tops of mirrors and all frames where dust may settle 2 times weekly.

#### **C. Restrooms (All) Quarterly Task**

14. Clean baseboards and floor edges
15. Auto Scrub/deep clean floors and grout if applicable
16. Wipe Down all walls and doors

#### **D. General Areas/Hallways/Faculty and Student Lounges/Kitchens - Daily task**

1. All interior and exterior trash receptacles are to be emptied and trash removed to a collection point. Liners shall be furnished by South Louisiana Community College.
2. Completely vacuum all door mats, open area carpeting, traffic lanes in halls, library, and any other carpeted high traffic areas.
3. Spot Mop lobby floors, hallways, general areas, stairwell landings, and inside elevators. Clean, spillage and soiled areas completely.
4. Sweep and dust mop daily, taking care to thoroughly clean corners, along the edges, and beneath furniture.
5. Clean entryway surfaces including all door hardware and entrance glass. Damp wipe/disinfect door handles, push-bars, and seating with disinfectants. Remove finger marks on entrance glass.
6. Spot clean partition glass in hallways and near office suite doors.
7. Wipe down and disinfect flat surfaces (Tabletops and countertops) of all kitchenettes and lounges. Mop kitchenette floors with neutral pH disinfectant floor cleaner.
8. Replenish hand towels dispensers in all kitchenettes and sink areas.
9. MICROWAVES AND SINKS IN KITCHENETTES AND FOOD AREAS SHALL BE CLEANED DAILY.

#### **E. General Areas/Hallways/Faculty and Student Lounges/Kitchens - Weekly task**

10. Clean, disinfect, and polish drinking fountain/water dispensers 3 times a week

11. Wet mop twice weekly.
12. Weekly, lightly scrub using a scrubbing machine with clean water and disinfectant floor cleaner, all hard surface floors.
13. Wipe down and clean refrigerators weekly or as needed.
14. Dust surfaces weekly.
15. Wipe, with disinfectants, all high touch surfaces.
16. Wipe, with disinfectants, all building exit/entry, classroom, bathroom, office and hallway door handles.

**F. General Areas/Hallways/Faculty and Student Lounges/Kitchens – Quarterly task**

17. Clean Baseboards.
18. Wipe down walls and doors.
19. Dust Blinds and High Surfaces, include vents and registers.
20. Clean trash containers.
21. Deep clean furniture.

**G. Admin/Office/Classroom Areas – Daily**

1. Empty trash containers daily.
2. Spot vacuum all office interiors daily.
3. Dustmop all areas daily.
4. Spot mop spills daily as needed.
5. Wipe down, with disinfectants, all desks, cabinet surfaces, and doorknobs.
6. Remove fingerprints and marks from around light switches and doorframes

**H. Admin/Office/Classroom Areas – Weekly**

7. Each Tuesday and Friday of the week, completely wet mop, with disinfectant cleaner, all interior hard surface floors, including, but not limited to classrooms, offices, and admin areas, scrubbing as needed to clean heavily soiled areas.
8. Each Tuesday and Friday all dedicated shredder and recyclable paper waste receptacles shall be emptied to a recycle collection point outside the building (recycle dumpsters). Liners shall be furnished by South Louisiana Community College.
9. Weekly, using well-maintained, functional, clean-filtered vacuum cleaners, completely power vacuum, all carpeting, including office interiors, taking care to get into corners, along edges and beneath furniture.

**I. Admin/Office/Classroom Areas – Quarterly**

10. Clean baseboards.
11. Wipe down walls and doors.
12. Dust blinds and high surfaces including vents and registers.
13. Clean trash containers.
14. Deep clean furniture.

**II. QUARTERLY CLEANING SHALL INCLUDE:**

**A. ALL AREAS**

1. Accomplish high dusting items (up to 10 feet) such as stairwell lights, display platforms, fascia, HVAC grilles and returns, exposed pipes, windowsills, and requested items quarterly (using extendable dusting poles). Service shall be performed on or around the following dates: Jan. 15, Apr. 15, Jul. 15, Oct. 15.
2. Wipe, disinfect, dust, and vacuum (as applicable) all classroom, computer lab, and life science lab desks and chairs.
3. All floor baseboards and floor edges throughout the building shall be cleaned and wiped quarterly unless otherwise notified. Service shall be performed on or around the following dates: Jan. 15, Apr. 15, Jul. 15, and Oct. 15. *Baseboards shall be spot cleaned as required between quarterly cleanings.*
4. Wipe clean, with disinfectants, all common areas and classroom trashcan exteriors. Spray classroom trash can interiors with disinfectants.

5. Wipe clean with disinfectant cleaner interiors of refrigerators.

### III. VCT, BATHROOM TILE AND SPECIAL FLOORING CARE:

#### A. VCT FLOOR CARE

1. After light scrubbing /mopping (whichever is applicable) spray floor enhancer (example Bounce Back by Spartan) and buff all hard surface floors, to produce the best possible appearance at all times, every two weeks on Friday evenings.
2. Special flooring such as vinyl simulated, wood plank, terrazzo, etc. shall be cared for using best practices and cleaning solutions in accordance with manufacturer's recommendations.
3. Bathroom tile floors shall be steam disinfected prior to each semester, three times annually, or as requested. Service shall be performed on or around the following dates: August 15, May 15, and December 15.
4. Bathroom tile grout shall be cleaned and lightly sealed, twice annually
5. GENERAL CUSTODIAL FLOOR CARE FOR HOUSEKEEPING
6. All hard and carpeted floors shall be kept clean, free of dirt and trash by scrubbing, mopping, or vacuuming for ALL floor care programs.
7. Any discolored grouting in bathrooms or ceramic tiled areas shall be cleaned immediately.
8. Floor cleaning shall result in a sanitary, safe, well-maintained appearance.
9. Prudent and reasonable care shall be exercised so that baseboards, walls, and furniture shall not be splashed, marred, disfigured, or damaged during cleaning.
10. Terrazzo shall be cleaned and buffed to shine after cleaning, on a weekly basis.

### V. CARPET CARE:

#### A. CARPETED FLOOR CARE

1. Inspect carpets for stains and remove them as soon as possible, daily, and as requested.
2. Use well maintained equipment to vacuum floors per schedule.
3. Care shall be exercised so that baseboards, walls, and furniture shall not be splashed, marred, disfigured, or damaged during cleaning.

### VI. GLASS CARE:

#### A. INTERIOR AND DOORS

1. Lobby interior glass floor to ceiling shall be cleaned annually. Service shall be performed in August.
2. All entry door glass, INSIDE AND OUTSIDE shall be cleaned to remove handprints, tape, smudges, etc. daily.
3. All entrance glass six feet on either side of doors from door sill top to floor shall be cleaned quarterly.
4. All 'STOREFRONT' AND OFFICE SUITE partition glass (BOTH SIDES) shall be SPOT-cleaned weekly and FULLY cleaned quarterly.
5. All view-glass panels in classroom or office doors shall be cleaned on both sides weekly.

### VII. BUILDING USE, SUPPLIES AND EQUIPMENT:

#### A. EQUIPMENT MAINTENANCE AND INVENTORY SERVICES

1. Janitor closets, equipment, and materials shall be kept in a neat, clean, and orderly condition, always.
2. Defective or inoperative building equipment shall be brought to the attention of FACILITIES DEPARTMENT STAFF. Maintenance issues to be reported shall include such items as:
  - a. Ceiling leaks
  - b. Plumbing problems
  - c. Defective lighting
  - d. Doors and gates not properly secured
  - e. Unusual circumstances that may disrupt building security or operations
  - f. Evidence or sighting of pests (ants, roached, mice, rats, etc.)
3. For South Louisiana Community College supplied items, low supplies shall be reported to FACILITIES DEPARTMENT STAFF in a timely manner, to allow replacement of supplies.

**B. SUPPLIES**

1. Contractor will supply needed chemicals, other than Neutral Ph Floor Cleaner, Glass Cleaner, Bathroom cleaner, and general disinfectant. These chemicals will be provided by South Louisiana Community College in chemical dispensers. Chemicals supplied by Contractor shall include, but are not limited to:
  - a. cleaners
  - b. disinfectant solutions
  - c. disinfectant wipes
  - d. deodorizers
  - e. low pH disinfectant floor cleaning and care products
2. Contractor will supply and submit, for approval, cleaners, disinfectant solutions, deodorizers and floor cleaning/care products, as well as MSDS/SDS documentation for contractor supplied chemicals. SDS sheets will be kept with chemical supplies, and one copy will be supplied to South Louisiana Community College Safety. To standardize disinfectant cleaners, and neutral pH floor cleaner and disinfectant chemicals across all campuses the chemical supplies and metering shall be supplied by the college
3. Contractor will supply cleaning equipment, including (all equipment to be labeled with contractor name):
  - a. Clean, heap-filtered, well-functioning portable vacuums with un-damaged electrical cord and plug, and accompanying attachments
  - b. Clean Plastic Spray Bottles, for use with chemical dispenser chemicals.
  - c. Clean brooms
  - d. Clean dustpans
  - e. Clean mops
  - f. Clean rags
  - g. Clean mop buckets
  - h. Clean trash containers/ caddies for service work
  - i. Yellow, Caution, Slippery-Wet signs
  - j. Floor scrubber/vac,
  - k. Buffer/burnisher
  - l. Safe, undamaged extension cords
4. South Louisiana Community College will provide the following supplies:
  - a. Paper hand towels for restrooms
  - b. Toilet tissue
  - c. Toilet seat covers
  - d. Restroom sanitary bags for hygiene products
  - e. Hand sanitizing soap
  - f. Whiteboard cleaning solution
  - g. Plastic liner bags for small trash receptacles located in classrooms and offices
  - h. Plastic liner bags for large interior and exterior trash cans
  - i. Neutral Ph Floor cleaner, Glass cleaner, Restroom cleaner, General Disinfectant. These items will be provided in chemical dispensers located in custodial or mop closets.

**VIII. Management, Accountability, Security, Service Hours:****A. ORGANIZATIONAL POLICY AND MANAGEMENT**

1. Contractor personnel shall be subject to the same security, work, and information policies required of full-time workforce employees; including, but not limited to HARRASSMENT, WORKPLACE VIOLENCE, THEFT, BLOODBORNE PATHOGEN TRAINING, UNAUTHORIZED OR IMPROPER COMPUTER USE, TOBACCO FREE CAMPUS, ILLEGAL ITEMS, SUBSTANCE ABUSE, SAFETY and WORK ETHIC.
2. Facilities Management and Contractor Manager shall communicate weekly for workflow and reporting.
3. Contractor shall provide access to a Custodial Supervisor to communicate with the Campus Administrator and/or Facilities management for daily instruction and information sharing.
4. To document and record performance of contract services, custodians shall complete a daily report and file, daily, a CLEANING CHECKLIST, demonstrating that all requirements of service listed in the bid specifications section of this document have been met. An electronic copy of the checklist will be made available upon award.

5. The contractor's representative shall perform a documented monthly walkthrough report and submit it to Facilities Management in the first week of the month
6. Regularly occurring services, shall start no earlier than 7:00 AM and finish no later than 5:00 PM. Other times
7. Frequent supervisor level inspections will be requested of the successful bidder. These inspections shall be documented and provided to the Facilities Management.
8. For quality assurance purposes, Facilities Management shall regularly request and document evaluations of service performance from campus representatives.

## ATTACHMENT I

### Insurance Requirements

Contractor shall procure and maintain for the duration of the agreement 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.

#### A. Minimum Scope and Limits of Insurance

##### Workers' Compensation

Workers compensation insurance shall be in compliance with the workers compensation law of the state of Louisiana. Employers liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the employers liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

##### Commercial General Liability

Commercial general liability insurance, including personal and advertising injury liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general 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.

##### Automobile Liability

Automobile liability insurance shall have a minimum combined single limit per occurrence of \$1,000,000. 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 owned, hired and non-owned automobiles.

#### B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the agency. The contractor shall be responsible for all deductibles and self-insured retentions.

**C. Other Insurance Provisions**

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

**1. General Liability and Automobile Liability Coverages**

The agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the agency.

The contractor's insurance shall be primary as respects the agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the agency shall be excess and non-contributory of the contractor's insurance.

The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

**2. Workers Compensation and Employers Liability Coverage**

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

**3. All Coverages**

Coverage shall not be canceled, suspended, or voided by either party (the contractor or the insurer) or reduced in coverage or in limits except after 30 days' written notice has been given to the agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the contractor's policy.

Neither the acceptance of the completed work nor the payment thereof shall release the contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the agency for payment of premiums or for assessments under any form of the policies.

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.

**D. Acceptability of Insurers**

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the project is located. Insurance shall be placed with insurers with an A.M. Best's rating of A-VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum a.m. best rating, the contractor shall obtain a policy with an insurer that meets the a.m. best rating and shall submit another certificate of insurance as required in the contract.

**E. Verification of Coverage**

Contractor shall furnish the agency with certificates of insurance reflecting proof of required coverage. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the agency before work commences and upon any contract renewal thereafter.

In addition to the certificates, contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the contractor 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 contractor to purchase and/or maintain any required insurance shall not relieve the contractor from any liability or indemnification under the contract.

**F. Subcontractors**

Contractor shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors

shall be subject to all of the requirements stated herein. The agency reserves the right to request copies of subcontractor's certificates at any time.

**G. Workers Compensation Indemnity**

In the event contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the state of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana workers compensation act or otherwise, under any circumstance. The parties also hereby agree that the state of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of contractor, its owners, agents and employees. The parties further agree that contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the state of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

**H. Indemnification/Hold Harmless Agreement**

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, employees, and volunteers, from and against any and all claims, damages, 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 contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the state of Louisiana, all state departments, agencies, boards, commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

## ATTACHMENT II

### SITE VISIT VERIFICATION

This signed statement certifies that the vendor named below has visited the jobsite and is familiar with all the conditions surrounding the fulfillment of the specifications for this project.

*NOTE: THIS CERTIFICATION MUST BE SIGNED BY THE BIDDER'S AUTHORIZED REPRESENTATIVE AND AGENCY REPRESENTATIVES AND MUST BE SUBMITTED WITH THE BID.*

Location	<b>324 Dulles Drive Lafayette, LA 70506</b>
Contact Name	<b>John Boggs</b>
Contact Phone	<b>337-373-0176</b>
Signature/Date	

Location	<b>118 Shepard Drive Lafayette, LA 70508</b>
Contact Name	<b>John Boggs</b>
Contact Phone	<b>337-373-0176</b>
Signature/Date	

Location	<b>1115 Clover St. Abbeville, LA 70510 Building E/Work Force Bldg.</b>
Contact Name	<b>Jason Emmer</b>
Contact Phone	<b>337-893-4984</b>
Signature/Date	

Location	<b>150 Sager Brown Rd. Baldwin, LA 70514</b>
Contact Name	<b>Sonny Guillory</b>
Contact Phone	<b>985-380-5869</b>
Signature/Date	

Location	<b>6165 I-49 South Service Road Opelousas, LA 70570</b>
Contact Name	<b>Donald Comeaux</b>
Contact Phone	<b>337-793-3877</b>
Signature/Date	

Print Vendor Name:

Bidder Signature:

Date:

## ATTACHMENT III

### Cleaning Frequency Schedule

SOLACC DAILY CUSTODIAN TASKS		
AREA	TASK	FREQUENCY
Restrooms	Clean Mirrors	D
Restrooms	Clean Surfaces	D
Restrooms	Wipe Down Fixtures	D
Restrooms	Polish all Fixtures	2xW
Restrooms	Descale Commodes/Urinals	W
Restrooms	Disinfect Commodes/Urinals	2xW
Restrooms	Disinfect Fixtures	D
Restrooms	Mop Floors	D
Restrooms	Replenish Supplies	2xD
Restrooms	Walkthroughs	3xD
Restrooms	Empty Trash	D
General Areas	Clean Entrance Mats	D
General Areas	Clean Doors and Windows glass	D
General Areas	Clean Water Fountains	3xW
General Areas	Clean Windows and Glass	2xW
General Areas	Cleaning of Kitchen	D
General Areas	Cleaning of Faculty/Student Lounges	D
General Areas	Empty Trash	D
Offices	Vacuuming/High Dusting	AR
Offices	Sanitize Doorknobs and High Touch Areas	D
Offices	Clean Door and Interior Glass	D
Offices	Empty Trash	D
Classrooms	Dustmop/Sweep Floors	D
Classrooms	Spot Mop Spills	D
Classrooms	Sanitize High Touch Areas	D
Classrooms	Empty Trash	D
Exterior	Empty trash Receptacles	D








<b>FLOOR CARE TASKS</b>		
<b>AREA</b>	<b>TASK</b>	<b>FREQUENCY</b>
ALL	Dust Mop/Sweep	D
ALL	Empty Trash	D
ALL	Spot Mop Floors	D
ALL	Spot Clean Carpets	D
ALL	Vacuum Carpet	W
ALL	Damp Mop Floors	2xW
ALL	Spray buff/Burnish Floors	W
ALL	Auto Scrub Floors	W
<b>QUARTERLY TASKS</b>		
<b>AREA</b>	<b>TASK</b>	<b>FREQUENCY</b>
Restrooms	Scrub/Deep Clean Floors and Walls	QTR
All	Wipe down Baseboards	QTR
All	Wipe down all Walls and Doors	QTR
All	Perform Restorative Carpet Care	QTR
All	Dust Blinds and High Surfaces	QTR
All	Dust Vents and Registers	QTR
All	Clean Vent Hoods	QTR
All	Clean Light Fixtures	QTR
All	Clean Furniture	QTR
All	Clean Trash Containers	QTR
<b>SEMI-ANNUL OR ANNUAL</b>		
<b>AREA</b>	<b>TASK</b>	<b>FREQUENCY</b>
All	Carpet Care	SA
All	Machine Scrub or Strip and Wax Ceramic	SA

## ATTACHMENT III

### Floor Plans with Identified Space Types

*\*\*All measurements are approximations and for reference purposes only. SoLAcc is not liable for any inaccuracies, and it is the submitting parties' responsibility to verify all provided information\*\**

#### KEY

-  Office, conference rooms, and lounge areas
-  Classrooms and spaces with student activities
-  Passageways and high-volume areas
-  Restrooms or kitchens
-  Atypical areas such as stairwells, elevators and gathering spaces
-  Shops and shop storage
-  Mechanical, information technology, electrical and storage closets

QN - Abbeville - Building E

Office Space: 2,166

Classroom Space: 1,872

Passageways: 600

Restrooms: 490

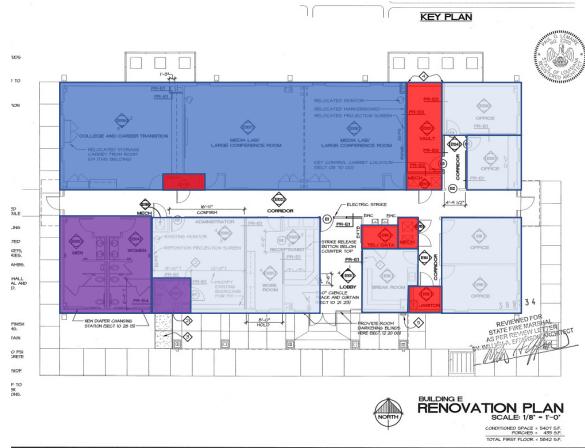
Atypical: 0

Shops: 0

Other: 100

Custodial Focus Areas: 4,122

Total: 4,222



QP - Lafayette Airport

Office Space: 300

Classroom Space: 1,200

Passageways: 0

Restrooms: 650

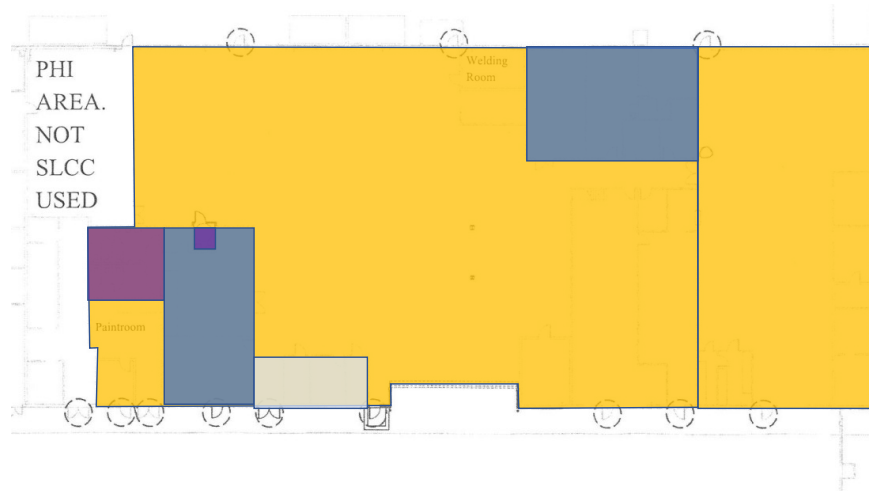
Atypical: 0

Shops: 19,450

Other: 0

Custodial Focus Areas: 2,150

Total: 21,600



### QR - Opelousas Extension - Building E

Office Space: 445

Classroom Space: 3,660

Passageways: 1,377

Restrooms: 618

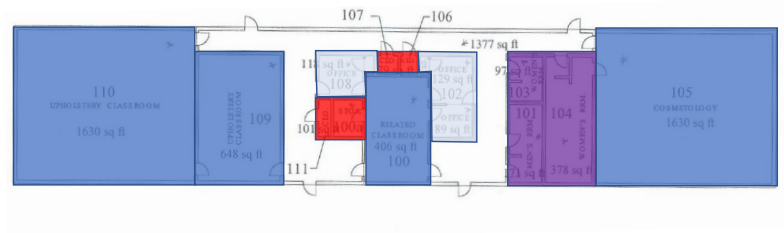
Atypical: 0

Shops: 0

Other: 351

Custodial Focus Areas: 6,100

Total: 6,451



### QR - Opelousas Extension - Building F

Office Space: 0

Classroom Space: 835

Passageways: 0

Restrooms: 127

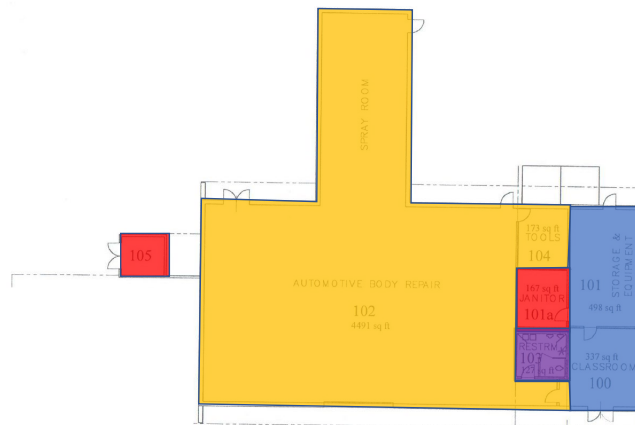
Atypical: 0

Shops: 4,831

Other: 200

Custodial Focus Areas: 962

Total: 5,993



## QR - Opelousas Extension - Building G

Office Space: 218

Classroom Space: 1,310

Passageways: 282

Restrooms: 506

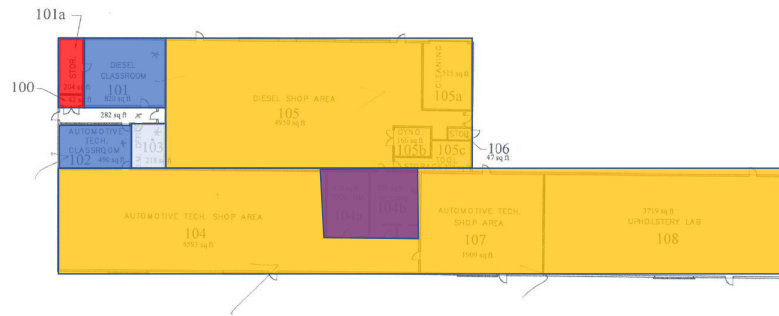
Atypical: 0

Shops: 16,556

Other: 304

Custodial Focus Areas: 2,316

Total: 19,176



## Q5 - Port of West St. Mary

Office Space: 357

Classroom Space: 1,197

Passageways: 835

Restrooms: 210

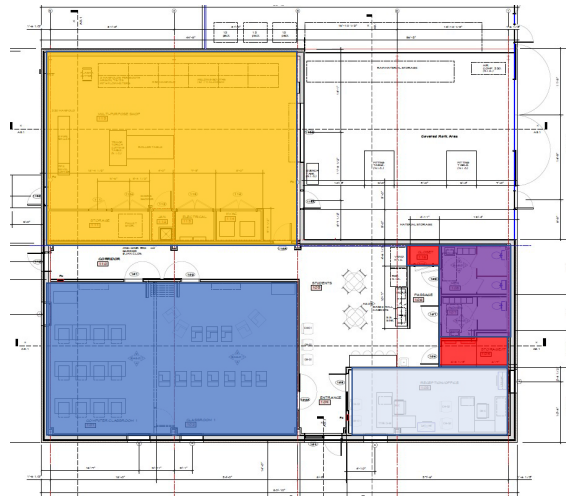
Atypical: 0

Shops: 1,419

Other: 20

Custodial Focus Areas: 2,599

Total: 4,022



### QADU - Dulles - Building A (1st Floor)

- Office Space: 2,544
- Classroom Space: 0
- Passageways: 930
- Restrooms: 450
- Atypical: 492
- Shops: 0
- Other: 234
- Custodial Focus Areas: 4,416
- Total: 4,650



### QADU - Dulles - Building A (2nd Floor)

- Office Space: 3,032
- Classroom Space: 0
- Passageways: 710
- Restrooms: 370
- Atypical: 462
- Other: 15
- Custodial Focus Areas: 4,574
- Total: 4,589



# QADU - Dulles - Building B

Office Space: 144

Classroom Space: 1,376

Passageways: 0

Restrooms: 66

Other: 516

Custodial Focus Areas: 1,586

Total: 2,102

