

STATE OF LOUISIANA  
 SOUTHEASTERN LOUISIANA UNIVERSITY  
 HAMMOND, LOUISIANA  
 A Member of the University of LA System

INVITATION TO BID  
 TO  
 FURNISH JANITORIAL / HOUSEKEEPING SERVICES  
 AT THE SLU SCHOOL OF NURSING FACILITY  
 4849 ESSEN LANE, BATON ROUGE, LOUISIANA  
 FOR SOUTHEASTERN LOUISIANA UNIVERSITY

ISSUING AGENCY: Southeastern Louisiana University  
**Purchasing Department**  
 2400 North Oak Street  
 Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Himber  
 Telephone: (985) 549-5322

PURCURMENT SPECIALIST: Monette Scott  
 Telephone: (985) 549-5324

CONTRACT COORDINATOR: Mark Whitmer, Physical Plant Department  
 Telephone: (985) 549-3333

ITB RELEASE DATE: April 1, 2021

PRE-BID CONFERENCE DATE: -----> **MANDATORY FOR ALL BIDDERS!**

PRE-BID CONFERENCE TIME: April 13, 2021 10:00 a.m., Central Time

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

Deadline for Inquiries: April 14, 2021

BID OPENING DATE: April 22, 2021

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

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

**STATE OF LOUISIANA  
SOUTHEASTERN LOUISIANA UNIVERSITY  
HAMMOND, LOUISIANA**

The Southeastern Louisiana University (SLU) Purchasing Department will receive sealed bids until 4:00 P.M. on the bid opening date specified in the solicitation document. No bid responses will be considered by the SLU Purchasing Department after 4:00 P.M. Beginning at that time, bids shall be publicly opened and read aloud to those present in the SLU Purchasing Department.

Mail address: Southeastern LA University  
Purchasing Department  
SLU 10800  
Hammond, LA 70402

Delivery: SoutheasternUniversity  
Purchasing Department  
Property Control & Supply Bldg  
2400 North Oak St  
Hammond, LA 70402

Bids submitted are subject to LA R.S. 39:1551-1736; Purchasing Rules and Regulations; Executive Orders; General Conditions; any Special Conditions; and Specifications listed in the solicitation document.

The purpose of this solicitation is to set forth the requirements and specifications of Southeastern Louisiana University. The contents of this solicitation and the Bidder/ Vendor/ Contractor's bid response shall become contractual obligations if a contract (purchase order) ensues.

## **INSTRUCTIONS TO BIDDERS**

- 1) **Bid Forms:** Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed in ink or electronic signature by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) Bid contains no signature indicating intent to be bound; (2) Bid filled out in pencil; (3) Bid sent by facsimile equipment or email. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and timestamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.
- 2) **Standard of Quality:** Any product or service bid shall conform to all applicable Federal and State laws and regulations and specifications contained in the solicitation document. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder should 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 products specified in the solicitation document.
- 3) **Descriptive Information:** Bidders proposing an equivalent brand or model should submit with the bid response information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the solicitation document. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specification submitted for a product shall be verifiable by the manufacturer. If item(s) bid does not comply with specifications (including brand and/or product number), bidder should state in what respect the item(s) deviate. Failure to note exceptions on the response form will not relieve the successful bidder(s) from supplying the actual products requested.
- 4) **Bid Opening:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting the SLU Purchasing Department during normal working hours. Written bid tabulations will not be furnished.
- 5) **Louisiana Preference:** Preference is hereby given to products produced, manufactured, harvested, grown or assembled in Louisiana which are equal in quality to products produced, manufactured, harvested, grown or assembled outside of Louisiana. The bidder shall state his right to claim the ten percent (10%) preference in his bid response and the bidder should state the respective Louisiana location where each qualifying item is produced, manufactured, harvested, grown or assembled.

6) Notice of Special Programs Available for Small Business:

<https://www.opportunitylouisiana.com/small-business/special-programs-for-small-business>

- 7) Signature Authority: In accordance with LA Revised Statute 39:1594 (Act 121), the person signing the bid must be: (1) A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or (2) An individual authorized to bind the vendor as reflected by an accompanying or as provided upon request a corporate resolution or affidavit. By signing the bid, the bidder certifies compliance with the above.

## GENERAL CONDITIONS

The SLU Purchasing Department reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

- 1) Prices: Unless otherwise specified in the solicitation, bid prices shall be complete, including transportation and handling prepaid by the bidder to destination - SLU, Hammond, LA. Bids other than FOB destination may be rejected. Bid prices should be quoted in the unit of measure stated. Bid prices shall be firm for a minimum of thirty (30) calendar days, unless otherwise specified by SLU in the solicitation document.
- 2) Payment Terms: Cash discounts for less than 30 days may be offered, but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
- 3) Delivery: Bids may be rejected if the delivery time indicated is longer than that specified in the solicitation document.
- 4) Taxes: Bidder is responsible for including all applicable taxes in the bid price. The University is currently exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes. An exemption certificate for state sales and use tax can be provided upon request.
- 5) New Products: Unless specifically called for in the solicitation document, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation document. The manufacturer's standard warranty will apply unless otherwise stated in solicitation.
- 6) Default of Contractor: Failure to deliver within the time specified in the solicitation document will constitute a default and may cause cancellation of the contract. Where the University has determined the contractor to be in default, the state reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
- 7) Contract Cancellation: The University shall have the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to, the following: (1) failure of the vendor 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 contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.
- 8) Applicable Law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
- 9) Equal Opportunity: By submitting and signing this bid, bidder agrees that he will not discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, age, national origin,

handicap, disability, veteran status, or any other non-merit factor.

By submitting a response to this solicitation, the bidder or proposer certifies and agrees that the following information is correct: In preparing its response, the bidder or proposer has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent to accomplish a boycott or divestment of Israel. The bidder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The state reserves the right to reject the response of the bidder or proposer if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

10) Piggyback: Other Louisiana Governmental Agencies may purchase at the same terms and conditions if agreed upon by awarded bidder.

A Member of the University of Louisiana System

Rvsd. 03/2021

## INSURANCE REQUIREMENTS

Supplier/Vendor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Supplier/Vendor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Supplier/Vendor's bid.

Supplier/Vendor, prior to commencing work, shall provide at his own expense, proof of the following insurance coverage required by the contract to the University in insurance companies authorized in the State of Louisiana. Insurance is to 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.

- A. Workers' Compensation and Employers Liability: \$1,000,000 Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage.

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

- B. Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. "Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".

The policies are to contain, or be endorsed to contain, that the University, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by and on behalf of the Supplier/Vendor; products and completed operations of the Supplier /Vendor, premises owned, occupied or used by the Supplier/Vendor.

- C. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the Vendor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.

- D. An Umbrella Policy may be used to meet minimum requirements.

Any deductibles or self-insured retentions must be declared to and approved by the University. At the option of the University, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the University, its officers, officials, employees and volunteers; or the Supplier/Vendor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. If at any time, any of the policies shall become unsatisfactory to the Agency as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the Agency, the other party shall obtain a new policy, submit the same to the Agency for approval and submit a certificate of insurance as required in the contract. Upon failure of the other party to furnish, deliver, and maintain such insurance as above provided, this contract at the election of the University may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

F. All policies and certificates of insurance of the other party shall reflect the following.

- 1) The other party's insurer will have no right of recovery or Subrogation against the University, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
- 2) The University shall be named as an "additional insured" as regards to negligence by the contractor.  
(ISO Form CG 20 10 03 97)
- 3) The insurance companies issuing the policy or policies shall have no recourse against the University for payment of any premiums or for assessments under any form of the policy.

G. The Indemnification Agreement shall be, and is hereby, a provision of the contract: See attached Indemnification Agreement which shall be a part hereof.

H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.

J. All property losses shall be made payable to and adjusted with the University.

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

L. If any of the Property and Casualty insurance requirements are not met at their renewal dates, payments to the contractor/subcontractor may be withheld until those requirements have been met or at the option of the University, the University may pay the Renewal Premium and withhold such payments from any monies due the Contractor/Subcontractor.

**Successful Bidder shall be required to execute and return  
the below Indemnification Agreement as part  
of the ITB Requirements**

## **INDEMNIFICATION AGREEMENT**

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

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Accepted

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

Contract No. \_\_\_\_\_ for Southeastern Louisiana University  
State Agency Name

### **PURPOSE OF CONTRACT:**

This contract shall include all labor, equipment, materials, cleaning supplies, toiletries, and any other means necessary to perform the janitorial and housekeeping services, hereafter referred to as "custodial services" at the SLU School of Nursing facility in Baton Rouge for Southeastern Louisiana University.

# SOUTHEASTERN LOUISIANA UNIVERSITY

## BID RESPONSE FORM

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

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

ADDRESS: \_\_\_\_\_

MAILING CITY STATE ZIP

EMAIL: \_\_\_\_\_

**SCOPE:** This contract shall include all labor, equipment, materials, cleaning supplies, toiletries, and any other means necessary to perform the janitorial and housekeeping services, hereafter referred to as “custodial services” at the SLU School of Nursing facility in Baton Rouge for Southeastern Louisiana University.

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

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

## OTHER REQUIREMENTS:

Bidder shall include the cost of transportation and handling in the unit price of item offered -- F.O.B. University, Hammond, LA.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

The attached Instructions To Bidders/General Conditions shall be a part hereof.

TO THE VENDOR:

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

This solicitation is a sealed bid and must be returned by mail or delivered in person. Bid response forms cannot be faxed and any fax responses shall be rejected.

TERMS: Net 30 Prox., F.O.B., Hammond, Louisiana.

**TAXES:** Any taxes, other than state sales and use tax, shall be included within the bidder's unit price. The University is currently exempt from state sales and use tax.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: \_\_\_\_\_  
(Signature) (Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SOUTHEASTERN LOUISIANA UNIVERSITY  
BID RESPONSE FORM**

Part A	Billing Cycles	Per Unit	Total
The charge to provide the equipment, supplies, and services necessary to perform the <u>daily, weekly, and monthly</u> janitorial and housekeeping duties as detailed in the Notice to Bidder and the specifications at the Baton Rouge School of Nursing facility.	12		
Part B	Billing Cycles	Per Unit	Total
The charge to provide the equipment, supplies, and services necessary to perform the <u>bi-annual</u> janitorial and housekeeping services as detailed in the Notice to Bidder and the specifications, during the semester breaks at the Baton Rouge School of Nursing facility.	2		
Part C	Billing Cycles	Per Unit	Total
The charge to provide the equipment, supplies, and services necessary to perform the <u>annual</u> services of shampooing the carpets and upholstery as detailed in the Notice to Bidder and the specifications at the Baton Rouge School of Nursing facility at a mutually agreed upon time.	1		

**OTHER SERVICES AS REQUESTED ON AS-NEEDED BASIS**

Part D	Man Hour	Per Man Hour	Total
The charge to provide cleaning services following a <u>Special Functions</u> should additional cleaning services be necessary. Special function shall be considered those activities that are of a nonrecurring nature in the facility and shall require immediate clean-up after the scheduled service hours. The Contract Coordinator or Building Coordinator shall be responsible for requesting these additional services.	1		
Part E		Per Sq Foot	Total
<u>Additional Floor Stripping and Waxing</u> : Note: Floor Stripping and Waxing is required under the bi-annual servicing section. Please state the charge to provide the services to strip and wax floors in the facility <u>above the semi-annual services</u> , if the need arises.			

AUTHORIZED OFFICER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CONTRACT TERM:**

This contract shall commence and terminate on the dates: July 1, 2021 thru June 30, 2022.

**CONTRACT CONTINUATION:**

If mutually agreeable between the successful bidder and Southeastern Louisiana University, this contract may be extended for four (4) additional, twelve (12) month periods at the same price, terms and conditions.



**BID RESPONSE FORM CONTINUED**

DAYTIME BUSINESS PHONE NUMBER

The Contractor shall provide a daytime business phone number in which a representative of contractor management may be contacted between the hours of 8:00 a.m. and 4:00 p.m. Answering services and answering machines shall not be considered an acceptable form of management contact. The University must be able to make direct telephone contact with the contractor's office to fulfill this requirement.

Daytime Business Phone Number is ( ) .  
area code phone number

**BID GUARANTEE \***

Attached is \_\_\_\_ a bid bond\* in the amount of \_\_\_\_\_ of the total bid

\* or \*

a certified check or cashier's check in the amount of (\$ ).

\* If submitting a bid bond, bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide.

## PERFORMANCE GUARANTEE \*

List the name, address (street/city/state/zip) & telephone no. of the Louisiana licensed surety that shall be used to furnish the required bonding if selected the successful Bidder.

Surety Name: Telephone:

Address:

\* Performance bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide.

**BID RESPONSE FORM CONTINUED**

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

**INSURANCE COVERAGE TO BE PROVIDED BY BIDDER**

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

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ... \$1,000,000 MINIMUM COVERAGE

Name of Insurer:

(Not the Agent Company)

Insurer's Address:

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

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

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

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_

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

Name of Insurer:

(Not the Agent Company)

Insurer's Address:

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

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

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_

AUTOMOBILE LIABILITY ..... \$1,000,000 MINIMUM COVERAGE

Name of Insurer:

(Not the Agent Company)

Insurer's Address:

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

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

Agent Company: \_\_\_\_\_ Telephone No: \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

Inquiries concerning the administrative requirements of the ITB shall be submitted in writing to the Director of Purchasing.

Inquiries concerning the specification requirements of the ITB shall be submitted in writing to the Contract Coordinator with a copy sent to the Procurement Specialist.

Inquiries shall be in writing, and received no later than seven (7) calendar days prior to the designated bid opening time. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addenda which will be posted on the LaPAC System. It is the responsibility of the bidder to check the LaPAC System for addenda that apply to this Invitation to Bid.

Any Bidder who feels the administrative or specification requirements of this ITB are in error or will not accomplish the desired end result shall make the appropriate written inquiry no later than seven (7) calendar days prior to the designated bid opening time.

### **AVAILABILITY OF FUNDS**

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

### **BID AWARD**

The contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive Bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid. The lowest responsible and responsive Bidder will be determined by the TOTAL BID PRICE for all parts. The Bidder should also be relatively competitive in relation to other Bidder prices for Additional Clean-up and Additional Stripping and Waxing service.

### **CONTRACT EXTENSION**

Based upon the mutual agreement of the successful Bidder and Southeastern Louisiana University, this contract may be extended for (4) additional twelve (12) month periods (July through June) at the same prices and terms. "The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of a contract, the contract shall terminate on the date of the beginning of the fiscal year for which funds are not appropriated."

### **PRE-BID CONFERENCE**

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

## INSTRUCTIONS TO BIDDERS CONTINUED

### QUALIFICATION OF CONTRACTOR

The ability of a Contractor to secure performance guarantees shall not be regarded as the sole test of the Contractor's responsibility to perform the Work. The University reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Contractor to perform the Work. The Contractor shall furnish all information and data for this purpose as the University may request. The unreasonable failure of any Contractor to promptly supply information in connection with an inquiry may be grounds for non-responsibility.

### BID GUARANTEE

Each Bidder shall furnish a bid guarantee in the form of a bond (bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide), or a bid deposit in the form of a certified check or cashier's check made payable to Southeastern Louisiana University, in the amount of five (5%) percent of the TOTAL CONTRACT BID PRICE for the contract period.

The bid guarantee shall be subject to forfeiture for failure on the part of the successful Bidder (a) to satisfy all bid requirements, or (b) to furnish any required performance guarantees or insurance verifications, or (c) to execute the Contract within the time stipulated after official notification of award.

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

### PERFORMANCE GUARANTEE

The University shall require the successful Bidder to furnish a Performance Bond (bond shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide), within the time stipulated in the official written notice (Notification of Bid Award), in the total amount of the accepted bid for the full contract period made payable to Southeastern Louisiana University. If the contract is renewed, then the performance guarantee may be required to be renewed for each successive contract term in force.

The bonds shall secure for the University the prompt and faithful performance of the Contract in strict accordance with the specifications and drawings. The bond shall protect the University and the State of Louisiana against all liens or claims which may be filed against the Work for any reason and shall provide for the payment of reasonable attorney's fees for the enforcement of the Contract and for the institution of any legal proceedings which may become necessary in connection with the Contract.

### MANDATORY REQUIREMENTS

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

## **INSTRUCTIONS TO BIDDERS CONTINUED**

### **BID PRICES**

The prices bid shall be firm to cover all labor, equipment, materials, cleaning supplies, toilet tissue, paper towels, liquid hand soap, services, supervision, bonds, insurance, transportation and any other costs necessary to execute the designated janitorial housekeeping services in full conformity with the Invitation to Bid. Prices shall include any applicable Federal, State, Parish, Municipal or other taxes.

## **GENERAL CONDITIONS**

### **ACCESS TO RECORDS**

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

### **ACCIDENTS**

The Contractor agrees that in the event of an emergency they will immediately call the Baton Rouge Police Department by calling **(911)**. In the event of any accident of any kind and degree, the Contractor will notify the police officer assigned to the building via radio provided. All incidents will be reported to the University's Campus Police Department at (985-549-2222) and thereafter furnish a full written report of such accident and/or incident.

### **ASSIGNMENT**

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

### **CONTRACT AGREEMENT**

The Contract, and any properly executed amendment thereto, the Invitation to Bid, the Contractor's bid response and the Contractor's performance guarantees shall constitute the entire agreement between the parties and shall supersede all prior oral or written agreements or understandings.

The Contractor shall execute a contract with the University, in the form prescribed herein by the University, no later than the expiration period for furnishing verification of insurance coverages.

The Contract shall not be modified, altered, or changed except by mutual agreement amended in writing by the authorized representative of each party to the Contract.

### **COPYRIGHTS AND PATENTS**

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

**GENERAL CONDITIONS CONTINUED****DISPOSAL OF NON-HAZARDOUS MATERIALS**

The Contractor shall at all times keep the premises free from accumulations of trash, waste materials and debris caused by its employees or work. Removal of all trash, waste materials and debris generated by the contract work shall be the responsibility of, and at the expense of, the Contractor. Trash receptacles on the University campus may only be used by the Contractor for non-hazardous, biodegradable refuse.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor shall be an equal employment opportunity employer. The Contractor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, sex, age, national origin, handicap, disability, veteran status, sexual orientation or any other non-merit factor.

**NOTICE TO BIDDER****EQUIPMENT, SUPPLIES AND TOILETRIES TO BE PROVIDED BY CONTRACTOR**

The Contractor shall provide at a minimum the following commercial equipment in operating condition for its custodial personnel: vacuum cleaners, wet/dry vacuum, buffers, scrubbers, bathroom floor tile scrubbers, carpet shampooer, and furniture shampooer. The Contract Coordinator or his designated appointee reserves the right at any time to request this equipment be presented to show contract compliance.

The Contractor shall provide at a minimum the following commercial supplies for its custodial personnel: whisk brooms, house brooms, push brooms, dust pans, bowl brushes, scrub brushes, dust mops, wet mops, mop buckets, mop wringers, squeegees, hoses, nozzles, plastic buckets, plastic pump sprayers, housekeeping carts, wet floor signs, cleaning rags, dusting clothes, scrubbing pads, green pads, sponges, plastic can liners and bags (to be brown or black with a minimum thickness of 1.5 mils), rubber gloves, work gloves, urn sand, phemic stick, floor pads, vacuum cleaner bags, disinfectants, window cleaner, and various other cleaners as approved by the Contract Coordinator.

THE CONTRACTOR SHALL FURNISH TOILET TISSUE IN ALL BATHROOM FACILITIES. THE APPROXIMATE ANNUAL USAGE OF TOILET TISSUE FOR THE FACILITY IS (30-40) CASES. TOILET TISSUE TO BE FURNISHED SHALL BE TWO PLY TOILET PAPER, WHITE, FULLY WRAPPED, 500 SHEETS/ROLL, THE MAXIMUM SHEET WIDTH IS NOT TO EXCEED 4.5" TO ACCOMMODATE CURRENT DISPENSERS. THE BIDDER WILL PROVIDE A SAMPLE OF THE PRODUCT BEING OFFERED BEFORE BID AWARD. SAMPLE TISSUE ROLL SHOULD BE WRAPPED AND IDENTIFIED WITH THE NAME OF THE BIDDER.

THE CONTRACTOR SHALL FURNISH PAPER ROLL TOWELS AND LIQUID HAND SOAP FOR APPROXIMATELY (16) PAPER ROLL DISPENSERS AND APPROXIMATELY (16) LIQUID HAND SOAP DISPENSERS. PAPER ROLL TOWEL AND LIQUID HAND SOAP DISPENSERS ARE PRIMARILY LOCATED IN BATHROOMS. THE APPROXIMATE ANNUAL USAGE OF PAPER ROLL TOWELS IS (25) CASES (12 ROLLS - 9"WIDTH/400 LIN. FT.). THE APPROXIMATE ANNUAL USAGE OF LIQUID HAND SOAP IS (140) EACH.

THE CONTRACTOR SHALL FURNISH ALCOHOL HAND SANITIZER, QUICK DRY GEL HAND SANITIZER (80% ALCOHOL) FOR APROXIMATELY (2) KLEENSTATON HANDSANITIZING STATIONS IN THE BUILDING.

THE CONTRACTOR TO SERVICE ALL RESTROOMS TWICE DAILY AND PROVIDE A CONFIRMATION LOG SIGN-IN SERVICE SHEET (THAT WILL BE POSTED INSIDE THE RESTROOM NEAR THE ENTRANCE DOOR SO THAT IT IS EASILY VISIBLE) THAT INCLUDES THE TIME THE RESTROOM WAS SERVICED, CUSTODIAN'S NAME, A CONFIRMATION CHECKBOX ACKNOWLEDGING THAT THE RESTROOM WAS FULLY SERVICED, AND A CONFIRMATION CHECK BOX THAT ALL HIGH TOUCH HIGH USE ITEMS WERE WIPED DOWN. THESE SHEETS WILL NEED TO BE EMAILED TO [mark.whitmer@selu.edu](mailto:mark.whitmer@selu.edu) WEEKLY. PLEASE SEE THE ATTACHED EXAMPLE. RESTROOMS AND HIGH TOUCH/HIGH USE TO BE SERVICED AT LEAST TWICE DAILY USING THE APPROPRIATE COVID APPROVED DISINFECTANT.

An area shall be designated for storage of the Contractor's equipment and supplies, but SLU shall not be responsible or liable for such equipment or supplies and the security thereof.

### **`NOTICE TO BIDDER**

#### **EQUIPMENT AND SUPPLIES TO BE PROVIDED BY THE UNIVERSITY**

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

#### **HAZARDOUS WASTE GENERATION**

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

#### **HOLIDAYS**

The University shall recognize the following holidays during the contract term. Contractor shall not be responsible for having any personnel in the facility on these holidays.

- |                           |                     |
|---------------------------|---------------------|
| 1) New Year's Day         | 6) Independence Day |
| 2) Martin Luther King Day | 7) Labor Day        |
| 3) Mardi Gras Day         | 8) Thanksgiving Day |
| 4) Good Friday            | 9) Christmas Day    |
| 5) Memorial Day           |                     |

#### **2021 Holiday Schedule - Link**

[http://www.southeastern.edu/admin/hr/general\\_information/holidays\\_closures/2021HolidaySchedule.pdf](http://www.southeastern.edu/admin/hr/general_information/holidays_closures/2021HolidaySchedule.pdf)

#### **2021 Academic Schedule - Link**

<http://www.southeastern.edu/admin/registrar/dates/calendar/index.html>

The Contractor shall seek, in writing, the advance written approval of the Contract Coordinator regarding the recognition of any other holidays for its employees not contained herein.

In addition, the building is closed during all University holidays. The Contractor cannot gain access due to the building alarm.

#### **INDEPENDENT CONTRACTOR**

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

#### INSPECTION OF FACILITIES

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

#### **NOTICE TO BIDDER CONTINUED**

The Contractor shall be responsible for the measurement of the exact square footage of the building. The measurements stated herein are estimates and the Contractor shall be responsible for the accuracy thereof.

SLU School of Nursing Building - 68,633 sq. ft.

#### INSURANCE

The Contractor shall procure and maintain for the duration of the Work insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid. See specific requirements regarding insurance elsewhere in the ITB.

The insurance afforded by this policy shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail return receipt requested has been given to the University.

#### KEYS

The Contractor shall be responsible for all keys issued to him. Keys shall not be left in doors and shall not be used to admit anyone except recognized University personnel. All exterior entrance doors shall be closed, locked and checked before leaving the building each evening. All interior doors shall be closed, locked and checked before leaving the building each evening.

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

#### LAWS

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

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

## NOTICES

Any notice required under the Contract shall be in writing and may either be given by email, personal delivery, or sent by registered or certified mail to the other party. Notification to the Contractor shall be to the last known address on file with the University, unless otherwise amended in the Contract. Notification to the University shall be to Southeastern Louisiana University, Purchasing Department, SLU 10800, Hammond, LA 70402.

## PERSONNEL

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

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

**NOTICE TO BIDDER****THE CONTRACTOR SHALL DISTINGUISH CUSTODIAL PERSONNEL  
BY THE USE OF COMPANY IDENTIFIED UNIFORM SHIRTS OR VESTS.**

Identification clothing shall be consistent in color and worn at all times while on campus.

## PRESENCE ON UNIVERSITY PREMISES

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

The Contractor agrees that all employees of the Contractor shall register their motor vehicles with the University Police Department and that all employees will pay the current annual faculty/staff vehicle registration fee of forty-five (\$45) dollars per vehicle. During the term of the registration, the employee shall be responsible for the payment of all traffic and parking fines assessed against the registered vehicle. However, in the event the employee fails to pay all recorded fines prior to the termination or expiration of employment or the contract, the Contractor will then become responsible for payment of all fines assessed against the employee.

The Contractor shall be responsible for the acts of its agents and employees while on the University's premises. Accordingly, the Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the University's premises. The Contractor shall be responsible for all damages to persons or property caused by the Contractor or any of its agents or employees. The Contractor shall promptly repair, to the specifications of the University's Physical Plant Department, any damage that the Contractor, its agents or employees, may cause to the University's premises or equipment.

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

## PUBLICITY

The Contractor shall not in any way or in any form publicize or advertise in any manner the fact that the Contractor is providing services to the University without the express written approval of the Director of Purchasing, obtained in advance, for each item of advertising or publicity. However, nothing herein

shall preclude the Contractor from listing the University on its routine client list for matters of reference.

#### SAFETY

The Contractor, its agents and employees shall practice safe work habits, make safe use of chemicals, and handle safely equipment employed. In addition, the Contractor shall use equipment, signs, barriers, or other devices to protect persons or property, and shall avoid the usage of hazardous materials that are not essential to the performance of the Work.

### **NOTICE TO BIDDER**

#### SCHEDULING OF SERVICES

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

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

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

#### SECURITY

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

The exterior entrance doors shall be closed, locked and checked before leaving the building each evening. All interior doors shall be closed, locked and checked before leaving the building each evening.

The Contractor shall report, in writing, to the building resident manager anything out of the ordinary, such as unlocked doors, stopped toilets, stopped drains, broken fixtures, lights out of order, etc.

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

#### STANDARD OF PERFORMANCE

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

#### SUBCONTRACTORS

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

#### SUPERVISION

The Contractor shall provide, at all times, adequate and expert supervision for its agents and employees in the areas under the Contract.

The Contractor shall provide, at a minimum, at least one (1) working supervisor during the schedule hours as approved by the university. The regular schedule being 7:30 a.m. til 5:00p.m. Monday through Friday, EXCEPT during the summer when the university may elect a four day work week with a schedule of 7:00 a.m. to 5:30 p.m.

**The supervisor shall visit or telephone the Contract Coordinator or his designated appointee at least one (1) time per month to discuss the performance of the contract work.**

#### NOTICE TO BIDDER

#### SURRENDER OF PREMISES AND EQUIPMENT

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

#### TERMINATION

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

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

The Contractor may terminate the contract agreement at its convenience upon ninety (90) calendar days written notice at any time during the term of the contract. Any contract cancellation shall be served by registered or certified mail.

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

#### UNIVERSITY PERSONNEL

The Contract Coordinator or his designated appointee and building resident manager shall at all times have access to the contract work when it is in progress. The University reserves the right at any time to utilize its own custodial personnel or other contractor's in the facility under contract.

#### USE OF UNIVERSITY'S FACILITIES

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

#### UTILITY SERVICES

The University shall provide, at its own expense, services at existing outlets (electric power and domestic cold water) for the convenience of the Contractor. Any modification to existing outlets required or requested by the Contractor shall be at the Contractor's expense. The University shall not be responsible for any loss or delay sustained by the interruption or failure of these utilities for any cause whatsoever. The Contractor shall use lighting as deemed necessary to perform services in the immediate work area only. All lighting shall be turned off before leaving the area unless otherwise directed by building management personnel

## BID SPECIFICATIONS

### SCOPE

This contract shall include all labor, equipment, materials, service, supervision, cleaning supplies and toiletries, and any other means necessary to perform janitorial housekeeping service, hereafter referred to as custodial service, for classrooms, offices and other public areas in the SLU School of Nursing Building.

### GENERAL REQUIREMENTS

Custodial service to be inclusive of the following:

- 1) Custodial service shall be performed in the building five (5) days per week, Monday through Friday, the entire contract term. However, during the summer months (mid-May to mid-August), the University may elect to go to a four (4) day work week, Monday through Thursday.
- 2) Custodial service shall be performed in the building each day as detailed below. Allowance is made for a thirty (30) minute lunch period Monday through Thursday, and any required break periods between the specified service hours Monday through Friday.
- 3) The Contractor shall provide at least one (1) working supervisor and at least one (1) additional custodial worker during the hours of 7:30 a.m. and 5:00 p.m. Monday through Thursday, and 7:30 a.m.- 12:30 p.m. on Friday. Allowance is made for a thirty (30) minute lunch from 12:00 p.m. through 12:30 p.m. (Monday - Thursday) and 7:30 a.m. through 12:30 p.m. on Friday.

**Monday - Thursday 7:30 a.m. - 5:00 p.m.**  
**Friday - 7:30 a.m. - 12:30 p.m.**

- 4) **Summer Schedule** (mid-May to mid-August), the University may elect to go to a four(4)day work week, with work hours of 7:00 a.m. to 5:30 p.m. Allowance is made for a thirty (30) minute lunch from 12:00 p.m. through 12:30 p.m. (Monday - Thursday).

**Monday - Thursday 7:00 a.m. - 5:30 p.m.**  
**Closed Fridays**

- 5) Custodial employees upon arriving shall be required to sign-in the log sheet located at the security check point in the main lobby front entrance on a daily basis. Upon leaving the building at the end of the workshift, all custodial contractors must sign out on the log sheet located at the security check point in the main lobby front entrance on a daily basis.
- 5) The Contractor shall be responsible for furnishing a replacement custodian in the event of sickness or absence of the supervisor or regular worker.

NOTE: Due to security reasons, the Contractor may not use weekends and University recognized holidays to accomplish services.

## **BID SPECIFICATIONS CONTINUED**

### **MANPOWER REQUIREMENTS**

At least one (1) working supervisor and (1) custodial worker shall be assigned to the building during the required service time period. Additional personnel will be left to the discretion of the Contractor. However, the Contractor will be expected to have the facility in first rate condition according to specifications for the following working day. The Contractor is encouraged to schedule services for the building where supervision of personnel and security of facilities can be achieved at all times. Janitorial activities should be coordinated to prevent interference or disturbance of activities such as classes and meetings held in certain areas of the building during the service period.

### **SERVICE PERIODS**

1. Daily
2. Weekly
3. Monthly
4. Bi-annual
5. Annual

### **SCHEDULE SUMMARY FOR CUSTODIAL SERVICES**

Empty trash receptacles  
 Sweep or dust mop hard surface floors  
 Vacuum carpets and rugs  
 Sweep concrete entrance areas  
 Sweep entrance mats  
 Clean and dust furniture  
 Straighten furniture  
 Wash chalkboards and chalktrays  
 Clean chalk erasers  
 Clean door glass  
 Clean partition glass  
 Clean water fountains  
 Clean mirrors  
 Wet mop bathroom floors  
 Clean lavatories and toilets  
 Clean bathroom fixtures  
 Clean bathroom partitions and doors  
 Clean shelves and lavatory counters  
 Refill bathroom receptacles  
 Clean bathtubs and showers (if applicable)  
 Clean all elevators

### **DAILY SERVICES**

#### **A. Floors**

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

**BID SPECIFICATIONS CONTINUED****DAILY SERVICES - Continued****B. Restrooms**

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

**C. Receptacles**

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

**D. Dusting**

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

**E. Glass**

- 1) Entrance and office door glass shall be cleaned and all postings shall be removed. Commercial glass cleaner shall be used.
- 2) Partition glass shall be cleaned with a commercial glass cleaner.

**F. Elevators**

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

**G. Miscellaneous**

- 1) Drinking fountains shall be cleaned and sanitized.
- 2) Corridor and office walls shall be cleaned as required.
- 3) Hand marks shall be removed from painted surfaces as required.
- 4) Blackboards and chalk trays shall be cleaned and washed.
- 5) Chalk erasers shall be cleaned.
- 6) Straighten chairs, desks, tables and other furniture in an orderly fashion.
- 7) All exterior entrance doorways shall be cleaned of debris
- 8) Outside benches and tables shall be kept clean and free of debris.

## **BID SPECIFICATIONS CONTINUED**

### **WEEKLY SERVICES**

- 1) All hard surface floors shall be wet mopped with a neutral cleaner.
- 2) All hard surfaced areas shall be spray buffed as necessary.
- 3) Stairs and stairwells shall be wet mopped with a neutral cleaner.
- 4) Entrance door mats shall be washed in an appropriate manner.
- 5) Sweep surrounding building sidewalks and covered walkways of all debris and dispose of in appropriate receptacles accordingly.

### **MONTHLY SERVICES**

- 1) Wash all interior plate glass windows.
- 2) Dust and damp clean all interior wall surfaces.
- 3) Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach.
- 4) Vacuum all heat and air vents grills (high grills requiring an extension ladder or scaffolding to reach are excluded).
- 5) Vacuum all venetian blinds of dust.
- 6) Burnish and spray buff all hard surfaced floors.

### **BI-ANNUAL SERVICES**

- 1) Bi-annual services shall be performed during the Summer/Fall, Fall/Spring semester breaks. Contractor shall request these dates from the Contract Coordinator or Building Coordinator.
- 2) All hard surface floors shall be stripped and waxed with a wax approved by the Contract Coordinator and then machine polished. Care shall be exercised during the above operation not to damage office furniture, walls, etc. Heavy accumulations of wax shall be removed from corners, under furniture or around baseboards. Baseboards shall be kept clean.
- 3) Wash all exterior window glass accessible at ground level. Upper level exterior windows shall be cleaned with the proper high pressure washer equipment.
- 4) Vacuum all curtains and draperies.
- 5) Clean lighting fixtures of dust and insects.

### **ANNUAL SERVICES**

- 1) Shampoo all carpeted areas with an approved system acceptable to the Contract Coordinator. This contract work shall be done at a mutually agreed upon time with the building coordinator.
- 2) Clean and disinfect all heat and air vent grills (high grills requiring an extension ladder or scaffolding to reach are excluded). This contract work shall be done at a mutually agreed upon time with the building coordinator.
- 3) Shampoo all upholstered furniture in the following locations:
 

First Floor -	Study Hall Room 125 - 22 pieces
	Main Entrance: 6 - pieces
	Hallway between Rooms 120 and 122: 3 - pieces
	First Floor Lobby Near Stair # 1: 6 - pieces
Second Floor -	Top of Stair # 1 - 6 pieces

### **SPECIAL BUILDING REQUIREMENTS**

- 1) The Contractor shall maintain all brick floors in an appropriate manner in order to enhance their beauty.
- 2) All other areas in the building, unless otherwise specified by the building management supervisor, shall be a part of this contract.