Grambling, Louisiana
A Member of the University of Louisiana System

REQUEST FOR PROPOSAL
for
RFP #50018-220007
Facilities Management – Custodial Services

ISSUING AGENCY:	Grambling State University Purchasing Department Campus P.O. Box 4269 Grambling, LA. 71245
PROCUREMENT DIRECTOR:	Timothy Graham
TELEPHONE & EMAIL:	(o) 318-274-3278 || grahamt@gram.edu
REQUISITIONED BY:	Fred Carr, Director of Facilities
TELEPHONE & EMAIL;	(o) 318-274-3175 || carrf@gram.edu
RELEASE DATE:	March 8, 2022
MANDATORY PRE-BID MEETING:	Tuesday, March 22, 2022 at 9:00 am., CST
MEETING LOCATION:	Facilities Management Office 1 Facilities Drive Grambling, LA 71245
BID OPENING DATE:	Tuesday, April 12, 2022
BID OPENING TIME:	2:00 PM., CST
BID OPENING LOCATION:	GSU Purchasing Teleconference Ph. Number (917) 900-1022 Conference ID: 5600581#

E-mail submission is NOT an acceptable method of delivery. Mail, Courier Service, or In-Person shall be the only acceptable methods of delivery. Proposers mailing their proposals should allow sufficient time to ensure receipt of their proposal by the date and time specified. Grambling State University assumes no liability for assuring accurate and complete receipt. The responsibility solely lies with each Proposer to ensure their proposal is received at the specified address location prior to the deadline for submission. Proposals received after the deadline, corrupted files, and incomplete submissions will not be considered.

This RFP is available in electronic form at https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubmain.cfm . It is available in printed form by submitting a written request to the Procurement Manager listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. ULM is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

GRAMBLING STATE UNIVERSITY
Request For Proposal
for Department(s):

Facilities Management – Custodial Services

Release Date:
March 8, 2022

Date and Time by Which Quotation Must be Returned:
April 12, 2022
at 1:59 pm., CST

TO THE VENDOR: To be returned on or before date specified above to: **Grambling State University**
Purchasing Department
Campus Box 4269
Grambling, LA 71245
or
Website: Purchasingbids@gram.edu

Name and Address of Vendor (Firm or Individual)

Bid No.: **50018- 220007**

Note:
YOU ARE RESPONSIBLE FOR YOUR BID SUBMISSION
THE UNIVERSITY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AND WAIVE INFORMALITIES. YOUR BID MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE SPEICIFIED DUE DATE AND TIME LISTED ABOVE.
LATE BIDS WILL NOT BE ACCEPTED

INSTRUCTIONS TO BIDDERS:

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS FREIGHT ON BOARD (FOB) DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR CASH ON DELIVERY (COD) REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY
5. 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.
6. THIS IS A SEALED BID and MUST BE EMAILED TO THE GSU PURCHASING DEPARTMENT VIA EMAIL ACCOUNT: Purchasingbids@gram.edu
7. BIDS OR QUOTATIONS MAY BE CONSIDERED FOR ALL OR PART OF TOTAL QUANTITIES.
8. NOTE: A COMPLETE RECORD OF ALL BIDS IS KEPT ON FILE IN THE PURCHASING DEPARTMENT SUBJECT TO THE INSPECTIONS OF ANY CITIZEN. EVERY COURTESY WILL BE AFFORDED ANY CITIZEN WHO IS INTERESTED IN INVESTIGATING FOR ANY PURPOSE THE RECORD OF STATE PURCHASES. COPIES OF EVALUATIONS CAN BE EMAILED TO YOU ONLY AFTER RECEIPT OF WRITTEN REQUEST. PLEASE DO NOT CALL.
9. 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 BLUE INK OR TYPEWRITTEN.
10. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.

For questions regarding this bid, please contact Fred Carr: Ofc: **318-274-3175** **or** Email: **carrf@gram.edu**

TO THE VENDOR:	THIS QUOTATION IS
BOND REQUIREMENT: SURETY BID BOND OF 5% WILL BE PERFORMANCE BOND OF 100% WILL BE REQUIRED **MANDATORY PRE-BID MEETING:** **TUESDAY, MARCH 22, 2022, 9:00 AM, CST** FACILITIES MANAGEMENT OFFICE 1 FACILITIES DRIVE GRAMBLING, LA 71245 **Louisiana Contractors License Number:**_____	**Name of Vendor (Firm or Individual):** _____ **Signature:** _____ **Print Name:** _____ **Title:** _____ **Telephone #:** _____ **Email Address:** _____ **Date Submitted:** _____
DEADLINE TO RECEIVED INQUIRIES: **March 31, 2022** DEADLINE TO ANSWER INQUIRIES: **April 7, 2022**	

CONTENTS

SCHEDULE **5**

SECTION I: ADMINISTRATIVE & GENERAL INFORMATION **7**
1.1 Grambling State University 7
1.2 Invitation to Bid 8
1.3 Goal and Objectives 8
1.4 Right to Investigate 8
1.5 Definitions 8
1.6 Contract Administration 9
1.7 Pre-Proposal Meeting and Walkthrough 9
1.8 Proposer Inquiry Periods 10
1.9 Contract Type 11
1.10 Proposal Submittal 11
1.11 Proposal Response Format 12
1.11.1 Cover Letter 12
1.11.2 RFP Response Form 13
1.11.2.1Company Description 13
1.11.2.2Work Organization and Approach 13
1.11.2.3Training and Benefits 13
1.11.3 Financial Proposal 13
1.11.4 Technical 13
1.11.5 References and Site Visits 14
1.11.6 Product Partnerships and/or Agreements 14
1.12 Number of Response Copies 14
1.13 Legibility/Clarity 14
1.14 Confidential Information, Trade Secrets, and Proprietary Information 14
1.15 Blackout Period 15
1.16 Errors and Omissions in Proposal 16
1.17 Proposal Guarantee 16
1.18 Bid Bond 17
1.19 Performance Bond 17
1.20 Changes, Addenda, Withdrawals 17
1.21 Withdrawal of Proposal 17
1.22 Material in the RFP 17
1.23 Waiver of Administrative Informalities 17
1.24 Proposal Rejection 18
1.25 Use of Subcontractors 18
1.26 Written or Oral Discussions/Presentations 18
1.27 Evaluation and Selection 19
1.28 Best and Final Offers (BAFO) 19
1.29 Contract Negotiations 19
1.30 Contract Award and Execution 19
1.31 Notice of Intent to Award 20
1.32 Indemnification and Limitation of Liability 20
1.33 Insurance 21
1.34 Payment 22
1.35 Termination of the Contract for Cause 22
1.36 Termination of the Contract for Convenience 22
1.37 Fiscal Funding 23
1.38 Governing Law 23

1.39 Assignment 23
1.40 No Guarantee of Quantities 23
1.41 Audit of Records 23
1.42 Civil Rights Compliance 23
1.43 Non-Discrimination 24
1.44 Contract Changes 24
1.45 Substitution of Personnel 24
1.46 Claims or Controversies 24
1.47 Proposer's Certification of No Federal Suspension or Debarment 24
1.48 Anti-Kickback Clause 24
1.49 Code of Ethics 25
1.50 Personnel and Background Checks 25
1.51 Proposer's Cooperation 25
1.52 E-Verify 25

SECTION II: SCOPE OF WORK/SERVICES 26
2.1 Our Mission 26
2.2 Purpose for Services 26
2.3 Contract Performance 26
2.4 Daily Cleaning Requirement 27
2.4.1 Floors 27
2.4.2 Restrooms 27
2.4.3 Receptacles 27
2.4.4 Dusting 28
2.4.5 Glass 28
2.4.6 Miscellaneous 28
2.4.7 Covid-10 Cleaning and Sanitation 29
2.5 Periodic Cleaning Requirements 29
2.6 Weekly Cleaning Requirements 29
2.7 Monthly Cleaning Requirements 30
2.8 Quarterly Cleaning Requirements 30
2.9 Semi-Annual Cleaning Requirements 30
2.10 Residential Cleaning 30
2.11 Moving Services / University Events 31
2.12 Sporting Events 31
2.13 Transportation 31
2.14 Annual Summer-Turn Project 31
2.15 Pricing 31
2.16 Pre-established Pricing for Additional Services 32
2.17 Change Orders 32
2.18 Loitering 32
2.19 Cleaning Checklist 32
2.20 Work Schedule 33
2.21 Management and Supervision 33
2.22 Staff Development 33
2.23 General Contractor Responsibilities 33
2.24 Health Safety and Environment – HSE 34
2.25 Veteran Owned Businesses 34

SECTION III: EVALUATION **36**
3.1 Financial Proposal 36
3.2 Technical Proposal 36
3.3 Quality of Proper's Service 37
3.4 Veteran and Hudson Initiative 37

SECTION IV: PERFORMANCE STANDARDS 38
4.1 Performance Requirements 38
4.2 Performance Measurement/Evaluation 38
4.3 Veteran Owned Businesses Reporting 38

SECTION V: SUPPORTING DOCUMENTS 39
Attachment A: Price Schedule 39
Attachment B: Insurance Requirements for Contractors 40
Appendix 2: GSU Main Campus Square Footage 43
Appendix 3: GSU West Campus Square Footage 45
Appendix 4: GSU Custodial Equipment 47
Surety Bid Bond 48

SCHEDULE

RFP Issued	Monday, March 9, 2022
Mandatory Pre-Proposal Meeting/Walkthrough	Tuesday, March 22 2022, 9:00 AM CST
Question Deadline	Monday, March 31, 2022, 5:00 PM CST
Question Response	Monday, April 7, 2022, 5:00 PM CST
Proposal Submission Deadline and Opening	Tuesday, April 12, 2022, 2:00 PM CST
Finalists Selection	Monday, April 18, 2022
Site Visits, Presentations, Interviews (By invite only)	April 25 – May 6, 2022
Final Contractor Award Date	Friday, May 13, 2022
Contractor Mobilization	May – July, 2022
Contract	

NOTE: Grambling State University reserves the right to revise this schedule. Revisions before the Proposal Submission Deadline, if any, will be formalized by the issuance of an addendum to the RFP. Revisions after the Proposal Submission Deadline, if any, will be by written notification to the eligible proposers.

SECTION I: ADMINISTRATIVE & GENERAL INFORMATION

1.1 Grambling State University

Grambling State University (GSU) opened on November 1, 1901 as the Colored Industrial and Agricultural School. It was founded by the North Louisiana Colored Agriculture Relief Association, organized in 1896 by a group of African-American farmers who wanted to organize and operate a school for African Americans in their region of the state. In response to the Association's request for assistance, Tuskegee Institute's Booker T. Washington sent Charles P. Adams to help the group organize an industrial school. Adams became its founding president.

In 1905, the school moved to its present location and was renamed the North Louisiana Agricultural and Industrial School. By 1928, after becoming a state junior college and being renamed the Louisiana Negro Normal and Industrial Institute, the school began to award two-year professional certificates and diplomas. In 1936, the curriculum emphasis shifted to rural teacher education; students were able to receive professional teaching certificates after completing a third academic year. The first baccalaureate degree was awarded in 1944, in elementary education.

In 1946, the school became Grambling College, named after P.G. Grambling, a sawmill owner who had donated the parcel of land where the school was constructed. In addition to elementary educators, Grambling prepared secondary teachers and added curricula in sciences, liberal arts and business, transforming the college from a single purpose institution of teacher education into a multipurpose college. In 1949, the college earned its first accreditation by the Southern Association of Colleges and Schools (SACS).

In 1974, the addition of graduate programs in early childhood and elementary education gave the school a new status and a new name – Grambling State University. The university expanded and prospered between

1977 and 2000. Several new academic programs were incorporated and new facilities were added to the 384-acre campus, including a business and computer science building, school of nursing, student services building, stadium, stadium support facility and a newly renovated intramural sports center which reopened in 2022. In the area of performing arts, the GSU marching band enjoys both a national and international reputation of providing the highest standard of musical performance and precision formation execution.

In 2019, Grambling broke ground for building of the first digital library on a HBCU campus and first for a Louisiana collegiate institution. The $16.6 million, 50,000 square foot project is slated to be complete in 2022.

Grambling State University is a comprehensive teaching and research university comprised of three (3) colleges and divisions, awarding forty-seven (47) degrees at the Bachelors, Masters, and Doctoral Levels the University's physical plant is comprised of approximately 2.0 million square feet situated on 600 acres of land, covering two campuses, and encompassing academic, athletic, and operating support facilities.

Here at Grambling State University, we believe that education is the cornerstone of an enlightened, creative, and productive society. Every day we strive to be true to our motto: *"Grambling State University is the place where everybody is somebody."*

1.2 Invitation to Bid

You are invited to submit a proposal to provide Custodial Services for Grambling State University in accordance with the Louisiana Revised Statute 39:1595: The Scope of work is provided in Section II of this document.

1.3 Goal and Objectives

Grambling State University's (GSU) physical plant is comprised of approximately 2.0 million square feet situated on 600 acres of land. The up keep and appearance of the buildings and grounds represents a critical component with respect to GSU's ability to be competitive in the recruitment and retention of top students within the state, the region, the nation and internationally. GSU is looking to partner with a facilities management company that will work with the university in maximizing the visual appeal of the campus while helping to promote a safe and clean environment. The partnership will move the University's measurable appearance to the highest percentiles of the APPA standards.

GSU commits to afford the Contractor flexibility with respect to determining staffing levels and to add or remove buildings or services as a result of managing funding changes that will optimize the goals and objectives stated above.

1.4 Right to Investigate

The University reserves the right to investigate the qualifications of all firms under considerationand to confirm any part of the information furnished by a Contractor or to require other evidence of managerial, financial, or technical capabilities that are considered necessary for the successful performance of a contract.

1.5 Definitions

A. Agency- Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this State authorized to participate in any contract resulting from this solicitation.

B. Contractor – Any person having a contract with a governmental body. For sections of this RFP outlining required actions of a Contractor, the Contractor should be understood to refer to the successful Proposer responding to this RFP.

C. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.

D. DOA – Division of Administration

E. GSU – Grambling State University Purchasing Office
F. May - The term "may" denotes an advisory or permissible action.

G. Must - The term "must" denotes mandatory requirements.

H. Shall – The term "shall" denotes mandatory requirements per La. R.S. 39:1556 (52).

I. Proposer – A firm, venture or individual who responds to this RFP. The successful Proposer responsive to this RFP is also described as the Contractor in this document.

J. RFP – Request for Proposal

K. Should – The term "should" denotes a desirable action.

L. State- Grambling State University.

M. University- Grambling State University

1.6 Contract Administration

Maintenance Contractor Site Manager

The Building Maintenance Contractor will provide a Facilities Manager who will facilitate and coordinate the University's program. This person must be qualified to provide a high level of technical and managerial leadership.

GSU Facilities Manager

GSU's Facilities Manager shall monitor contract compliance and support the Contractor's efforts to meet service level goals:

- Conduct regular assessments of Maintenance, Custodial and Grounds performance to APPA Service Level standards.
- Assure the collection, accuracy, completeness, analysis, reporting and distribution of data.
- Serve as primary Contractor and University contact for Facilities issues.
- Manage capital project identification and prioritization with Contractor input.

Monthly Reviews

The University will conduct monthly operational review meetings in which the Contractor will report on:

- Current building, space, and grounds conditions.
- Work accomplishment and backlog.
- Upcoming University events and seasons.
- Compliance with the Annual Plan.
- Work priorities and strategies for the next period and beyond.
- Contractor assessment of Service Levels related to Custodial performance.

This meeting shall be attended by the GSU Facilities Manager and the Contractor's Site. When necessary, the executive management of the Contractor and/or University will also attend the monthly meetings.

1.7 Pre-Proposal Meeting and Walkthrough

A mandatory pre-proposal meeting is scheduled for **Tuesday, March 22, 2022 at 9:00 AM CST**. The meeting will be held in the Facilities Management office conference room located at 1 Facilities Drive, Grambling, LA 71245. The meeting is intended to provide each company with an opportunity to tour the facilities and speak

with University representatives. Prospective proposers shall participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm intending to submit a proposal shall have at least one duly authorized representative attend the Pre-Proposal Conference.

- The University will provide the available data on building and asset conditions and describethe Custodial strategies Grambling State University would like to pursue.
- Participating Contractors shall be required to provide appropriate identification forthemselves and their representatives while on campus.
- Access to areas shall be available to participating Contractors only with an escort from theUniversity, and only in accordance with the schedule.
- Discussions with the staff regarding the incumbent Contractor shall not be permitted.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of Grambling State University will be stated in writing in response to written questions.

1.8 Proposer Inquiry Periods

Grambling State University shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. Grambling State University reasonably expects and requires responsible and interested Proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.
An inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto. Without exception, all inquiries MUST be submitted in writing by an authorized representative of the Proposer, clearly cross-referenced to the relevant solicitation section (even if an answer has already been given to an oral question during the Pre-proposal conference). All inquiries must be received by the Inquiry Deadline date set forth in Section 1.3 Schedule of Events of this RFP. Only those inquiries received by the established deadline shall be considered by the State. Inquiries received after the established deadline shall not be entertained. Inquiries concerning this solicitation should be delivered to the Grambling State University contact person for this solicitation, Timothy Graham by mail, express courier, e-mail, or hand:

Grambling State University Purchasing Office
Attention: Timothy Graham
Campus Box 4269
Grambling, LA 71245
E-Mail: grahamt@gram.edu,
Phone: (318) 274-3278/ Cell: (318) 957-7302

403 Main St.
Purchasing Office
Grambling, LA 71245

Only the person identified above or their designee has the authority to officially respond to Proposer's questions on behalf of Grambling State University, including during the Blackout Period. Any communications from any other individuals are not binding to Grambling State University.

An addendum will be issued and posted at the Office of State Procurement LaPAC website, to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all proposal

documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any Proposer as a result of any oral discussions with any State employee or State consultant. It is the Proposer's responsibility to check the LaPAC website frequently for any possible addenda that may be issued. Grambling State University Purchasing Office is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal.

Any person aggrieved in connection with the solicitation or the specifications contained therein, has the right to protest in accordance with La. R.S. 39:1671. Such protest shall be made in writing to the Director of Grambling State University Purchasing Office at least two (2) days prior to the deadline for submitting proposals.

Note: LaPAC is the state's online electronic bid posting and notification system resident on the Office of State Procurement website [www.doa.louisiana.gov/osp]. In that LaPAC provides an immediate e-mail notification to subscribing bidders/proposers that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting.

To receive the e-mail notification, vendors/proposers must register in the LaGov portal and pay the vendor registration fee. Registration is intuitive at the following link:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

Help scripts are available on Office of State Procurement website under vendor center at:
http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm.

1.9 Contract Type

The University is requesting a consistent level of effort, time, and material be applied to this contract. Staffing level changes or other significant operational or spending changes must be approved by Grambling State University. University business needs may vary requiring staffing-level changes during the term of the Agreement, but the University desires a stable work force.

1.10 Proposal Submittal

This RFP is available in electronic form at the LaPAC website:
http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm. It is also available in PDF format or in printed form by submitting a written request to the Director of Purchasing at the Grambling State University Purchasing Office. Contact information for the Director of Purchasing is provided on page 1 of this RFP.

It is the Proposer's responsibility to check the Office of State Procurement's LaPAC website frequently for any possible addenda that may be issued. Grambling State University Purchasing Office is not responsible for a proposer's failure to download any addenda documents required to complete a Request for Proposal.

All proposals shall be received in hard copy (printed) form by the Grambling State University Purchasing Office no later than the date and time shown in the Schedule of Events. Fax or email submissions are NOT acceptable.

Important: When mailing or hand delivering a proposal, the outside of the envelope, box, or package must be "CLEARLY" labeled or written with the following information and format:

Proposer's Company Name
Proposal Name:
GSU Proposal Number:
Proposal Opening Date and Time:

Proposals may be mailed through the Grambling State University Campus Mailroom to our box at:

Grambling State University Purchasing Office
Campus Box 4269
Grambling, LA 71245

Grambling State University Purchasing Office must receive the proposal by the date specified. Proposals not received by the deadline date and time will be rejected and not opened. Please consider allowing enough time for delivery of postal mail delivery.

Proposals may be delivered by hand or courier service to our physical location at:

Grambling State University Purchasing Office

403 Main St.
Grambling, LA 71245

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Grambling State University is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

Proposals shall be opened and read publicly at the physical location identified above, or by GSU Purchasing Dial-In Teleconference: Phone No.: 1-917-900-1022, Conference ID: 5600581#

Only the name of the proposers submitting proposals shall be identified aloud. No other information contained in the proposal shall be released or disclosed.

1.11 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

1.11.1 Cover Letter

The cover letter should exhibit The Proposer's understanding and approach to the project. It should contain a summary of Proposer's ability to perform the services described in the RFP and confirm that Proposer is willing to perform those services and enter into a contract with the State.

ATTENTION: Please indicate in the Cover Letter which of the following applies to the signer of the proposal. Evidence of signature authority shall be provided upon the State's request.

1. The signer of the proposal is either a corporate officer who is listed on the most current annual report on file with the Secretary of State **or** a member of a partnership or partnership in commendams as reflected in the most current partnership records on file with the Secretary of State. **A copy of the annual report or partnership record must be submitted to the Grambling State University Purchasing Office prior to contract being awarded.**

2. The signer of the proposal is a representative of the proposer authorized to submit the proposal as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. **If this applies a copy of the resolution, certification or other supportive documents should be attached to the Cover Letter.**

3. The proposer has filed with the Secretary of State an affidavit **or** resolution **or** other acknowledged/authentic document indicating that the signer is authorized to submit proposals for public contracts. **A copy of the applicable document must be submitted to the Grambling State University Purchasing Office prior to contract being awarded.**

4. The signer of the proposal has been designated by the Proposer as authorized to submit proposals on the Proposer's vendor registration on file with the Grambling State University Purchasing Office.

The cover letter should also:

a. Identify the submitting Proposer and provide their federal tax identification number

b. Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer

c. Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period

1.11.2 RFP Response Form

The RFP Response Form is a bidding Contractor-generated Word document with tables which include the numbered sections shown below, plus a section on Laws, Regulations, and Institutional Policies.

1.11.2.1 Company Description

1. Company - name and address, RFP Contact - name, email, and phone
2. Description of company and services
3. Experience in Education or Comparable Facilities Management Environments
4. Résumé (or Job Description) of Proposed Site Manager
5. Professional Summaries of Company Executives and Subject Matter Experts expected toOversee, Advise, and Assist in Implementing this contract

1.11.2.2 Work Organization and Approach

1. Chart of Proposed Organization with Position Titles and Full-Time Employees
2. Description of Proposed Cleaning Management Processes, and Tools
3. Description of Technical Skills, Knowledge and Training/Education you will require of Leads (Hourly) and Crew Supervisors (Exempt),
4. Description of Proposed Procurement and Subcontracting Processes, and Tools

1.11.2.3 Training and Benefits

1. Description of Safety/Hazardous Materials Program
2. Description of Benefits Package for Each Level of Site Employee

1.11.3 Financial Proposal

Proposal shall include prices per the schedule furnished in this RFP, Attachment A, as well as other potential charges (if any) for proposed services associated with the RFP program implementation and administration that you wish Grambling State University to consider, as well as any sponsorship or internship programs offered.

1.11.4 Technical

Each Proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

1.11.4.1 Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements)

1.11.4.2 Plans for training

1.11.4.3 Plans for Environmental Sustainability and Community-Wide Economic Development

1.11.4.4 Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

1.11.4.5 Resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any

1.11.4.6 References for at least three states, government agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference

1.11.4.7 Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years)

1.11.4.8 Information demonstrating the Proposer's understanding of the nature and scope of this project

1.11.4.9 Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes Grambling State University to consider

1.11.5 References and Site Visits

1.11.5.1 Please provide (3) references attesting to the capability and performance record of your company.

1.11.5.2 Please provide at least one reference with facilities management circumstances similar to Grambling State University, willing to sponsor a site visit.

1.11.6 Product Partnerships and/or Agreements

Please provide detailed information regarding any product partnerships and/or agreements that the Proposer is required to adhere to as a contractor.

If there are no product partnerships and/or agreements, would the Proposer be willing to incorporate a University product partnership and/or agreement?

1.12 Number of Response Copies

Each Proposer shall submit one (1) signed original response. Five (5) additional copies of the proposal should be provided, as well as one (1) copy in a Pdf. format on a USB flash-drive.

1.13 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.14 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Technical Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of their proposal sought to be restricted in accordance with the conditions of the legend:

"The data contained in pages _____of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, Grambling State University shall have the right to use or disclose the data therein

to the extent provided in the contract. This restriction does not limit Grambling State University's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL".

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer's confidential data, Grambling State University will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify Grambling State University and hold Grambling State University harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order Grambling State University to disclose the information. If the owner of the asserted data refuses to indemnify and hold Grambling State University harmless, Grambling State University may disclose the information.

Grambling State University reserves the right to make any proposal, including proprietary information contained therein, available to GSU personnel, the Office of the Governor, or other state agencies or

organizations for the sole purpose of assisting Grambling State University in its evaluation of the proposal. Grambling State University shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

Additionally, any proposal that fails to follow this section and/or La. R.S. 44:3.2.(D)(1) shall have failed to properly assert the designation of trade secrets and/or privileged or confidential proprietary information and the information may be considered public records.

If your proposal contains confidential information, you should submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit such a copy within 48 hours of notification from the Grambling State University Purchasing Office, if you intend to maintain confidentiality. When submitting your redacted copy, you should clearly mark the cover as such - "REDACTED COPY" - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.

1.15 Blackout Period

The Blackout Period is a specified period of time during a competitive sealed procurement process in which any proposer, bidder, or its agent or representative, is prohibited from communicating with any employee of Grambling State University involved in any step in the procurement process about the affected procurement. The Blackout Period applies not only to Grambling State University employees, but also to any contractor of the State. "Involvement" in the

procurement process includes but may not be limited to project management, design, development, implementation, procurement management, development of specifications, and evaluation of proposals for a particular procurement. All solicitations for competitive sealed procurements will identify a designated contact person, as per Section 8 of this RFP. All communications to and from potential proposers, bidders, vendors and/or their representatives during the Blackout Period must be in accordance with this solicitation's defined method of communication with the designated contact person. The Blackout Period will begin upon posting of the solicitation. The Blackout Period will end when the contract is awarded.

In those instances, in which a prospective proposer is also an incumbent contractor, Grambling State University and the incumbent contractor may contact each other with respect to the existing contract only. Under no circumstances may Grambling State University and the incumbent contractor and/or its representative(s) discuss the blacked-out procurement.

Any bidder, proposer, or state contractor who violates the Blackout Period may be liable to Grambling State University in damages and/or subject to any other remedy allowed by law. Further, failure to comply with these requirements may result in the Proposal's disqualification.

Any costs associated with cancellation or termination will be the responsibility of the proposer or bidder.

Notwithstanding the foregoing, the Blackout Period shall not apply to:

1. A protest to a solicitation submitted pursuant to La. R.S. 39:1671;
2. Duly noticed site visits and/or conferences for bidders or proposers;
3. Oral presentations during the evaluation process
4. Communications regarding a particular solicitation between any person and staff of the procuring agency provided the communication is limited strictly to matters of procedure. Procedural matters include deadlines for decisions or submission of proposals and the proper means of communicating regarding the procurement, but shall not include any substantive matter related to the particular procurement or requirements of the RFP

1.16 Errors and Omissions in Proposal

Grambling State University will not be liable for any errors or omissions in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: Grambling State University reserves the right to make corrections or clarifications due to patent errors identified in proposals by Grambling State University or the Proposer. Grambling State University, at its option, has the right to request clarification or additional information from the Proposer.

1.17 Proposal Guarantee

Each proposal shall be accompanied by a proposal guarantee in the form of a bond or a certified or cashier's check or money order made payable to Grambling State University, in the amount of five thousand ($5,000.00) dollars. If a bond is used, it 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 ten percent (10%) of policyholders' surplus as shown in the A.M. Best's Key Rating Guide.

Proposal guarantees shall be subject to forfeiture for failure on the part of the selected Proposer to execute a contract within sixty (60) days after such contract is submitted to Proposer in conformance with the terms, conditions, and specifications of this solicitation. Proposal guarantees in the form of a check or money order shall be returned upon the award of a contract or upon rejection of all proposals.

1.18 Bid Bond

A Bid Bond of 5% of the total bid price must be submitted with each bid. See attached Bid Bond.

1.19 Performance Bond

The successful Proposer shall be required to provide a performance (surety) bond in the amount of five hundred thousand dollars ($500,000.00) to insure the successful performance under the terms and conditions of the contract negotiated between the successful proposer and the State. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a limit of 10 percent of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance. The performance bond is to be provided within 10 working days from request. Failure to provide within the time specified may cause your offer to be rejected.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana.

1.20 Changes, Addenda, Withdrawals

Grambling State University reserves the right to change the Schedule of Events or issue Addenda to the RFP at any time. Grambling State University also reserves the right to cancel or reissue the RFP.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to

the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

1.21 Withdrawal of Proposal

A Proposer may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to the Grambling State University Purchasing Office.

1.22 Material in the RFP

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by Grambling State University pursuant to the RFP.

1.23 Waiver of Administrative Informalities

Grambling State University reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

1.24 Proposal Rejection

Issuance of this RFP in no way constitutes a commitment by Grambling State University to award a contract. Grambling State University reserves the right to accept or reject any or all proposals submitted or to cancel this RFP if it is in the best interest of Grambling State University to do so. Further Grambling State University

reserves the right to cancel or decline to enter into a contract with the successful Proposer at any time after the award is made and before the contract receives final approval from the Grambling State University Purchasing Office.

In accordance with the provisions of La. R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which

any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, , or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

In accordance with Louisiana law, all corporations (see, La. R.S. 12:163) and limited liability companies (see, La. R.S. 12:1308.2) must be in good standing with the Louisiana Secretary of State in order to hold a contract with the State.

1.25 Use of Subcontractors

Each Contractor shall serve as the single prime Contractor for all work performed pursuant to its contract. That prime Contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposers may enter into subcontractor arrangements. Proposers may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime Contractor to use subcontractors, Grambling State University urges the prime Contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if

practical. In all events, any subcontractor used by the prime should be identified to Grambling State University Facilities Manager.

Information required of the prime Contractor under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime Contractor shall assume total responsibility for compliance.

1.26 Written or Oral Discussions/Presentations

Proposals will be evaluated on the basis of points received by the review committee. SEE PART III of this RFP.

Grambling State University, at its sole discretion, may require all Proposers who submit proposals determined to be reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency's objectives; however, Grambling State University reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance Grambling State University's understanding of any or all of the proposal submitted. Proposals may be accepted without such discussions.

1.27 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by Grambling State University Evaluation Committee for the purpose of selecting the Proposer with whom Grambling State University shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. A consensus-based evaluation process shall be used to evaluate responses. This committee will determine

which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the Director of Grambling State University Purchasing Office for the responsible Proposer whose proposal, conforming to the RFP, will be the most advantageous to Grambling State University, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the State of Louisiana and Grambling State University. In summation:

- A multi-disciplinary University panel will review proposals.
- The panel will use "responsiveness" to the RFP to determine a small set of finalists.
- Contract finalists will be asked to arrange site visits to comparable accounts.
- Contract additions, deletions, and modifications are negotiated with the finalists.

1.28 Best and Final Offers (BAFO)

Grambling State University reserves the right to conduct a BAFO with one or more Proposers determined by the committee to be reasonably susceptible of being selected for award. If conducted, the Proposers selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist Grambling State University in clarifying the scope of work or to obtain the most cost effective pricing available from the Proposers. Grambling State University will use Section 1.23 and Part III Evaluation weighted values.

The written invitation will not obligate Grambling State University to a commitment to enter into a contract.

1.29 Contract Negotiations

If for any reason, after final evaluation and issuance of the Intent to Award letter, the responsible Proposer whose proposal is most responsive to the Grambling State University's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and Grambling State University may negotiate with the next most advantageous responsible Proposer.

Negotiation may include revision of any non-mandatory terms or conditions, and clarification of the scope of work and/or implementation of the most cost effective pricing available from the Proposers.

1.30 Contract Award and Execution

Grambling State University reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The RFP, including any addenda and the proposal of the selected Contractor will become part of any contract initiated by Grambling State University.

Proposers are discouraged from submitting their own standard terms and conditions with their proposals. Proposers may

submit any exceptions or deviations the Proposer wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable. If applicable, a Proposer may submit or refer to a Master Agreement entered into by the Contractor and the Office of State Procurement in accordance with La. R.S. 39:198(J).

If the contract negotiation period exceeds thirty (30) days or if the selected Proposer fails to sign the contract within seven (7) calendar days of delivery of it, Grambling State University may elect to cancel the award and award the contract to the next most advantageous responsible Proposer.

Award shall be made to the Proposer with the highest points, whose proposal, conforming to the RFP, will be the most advantageous to Grambling State University, price and other factors considered.

Grambling State University intends to award to a single Proposer.

1.31 Notice of Intent to Award

Upon review and approval of the evaluation committee's and agency's recommendation for award, Grambling State University will issue a "Notice of Intent to Award" letter to the apparent successful Proposer. The "Notice of Intent to Award" letter is the notification of the award of the contract. However, the award is contingent on execution of a written contract. A contract shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events." If this date is not met, through no fault of Grambling State University, Grambling State University may elect to cancel the "Notice of Intent to Award" letter and make the award to the next most advantageous responsible Proposer.

GSU will also notify all unsuccessful Proposers as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any person aggrieved by the proposed award has the right to submit a protest in writing, in accordance with La. R.S. 39:1671, to the Director of Grambling State University Purchasing Office, within fourteen (14) days of the award/intent to award. The "Notice of Intent to Award" letter starts the protest period.

1.32 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless Grambling State University from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of the contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of Grambling State University.

Contractor will indemnify, defend and hold Grambling State University harmless, ***without limitation***, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against Grambling State University in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that Grambling State University shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, Grambling State University

may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.
The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) Grambling State University's unauthorized modification or alteration of a Product, Material, or Service; (ii) Grambling State University's use of the Product, Material, or Service in combination with other products, materials, or services not furnished by Contractor; (iii) Grambling State University's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Grambling State University's exclusive remedy to take action no later than six (6) months after the issuance of an injunction in the following order of precedence: (i) to procure for Grambling State University the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to Grambling State University up to the dollar amount of the Contract. Any injunction that is issued against Grambling State University which prevents Grambling State University from utilizing the Contractor's product in excess of six (6) months and for which the Contractor has not obtained for Grambling State University or provided to Grambling State University one of the alternatives set forth in the foregoing sentence is cause for Grambling State University to terminate the Contract. In the event of such termination, Grambling State University will not be obligated to compensate the Contractor for any costs incurred by the Contractor.

For all other claims against the Contractor where liability is not otherwise set forth in the contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability **for direct damages, shall be the greater of $100,000, the dollar amount of the Contract, or two (2) times the charges for products, materials, or services rendered by the Contractor under the Contract.** Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

Grambling State University may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

1.33 Insurance

Liability Insurance: In addition to Contractor's indemnification obligations, and without limiting or superseding such obligations, Contractor covenants and agrees to obtain and to maintain during the term of this Agreement, at Contractor's sole expense, all of the following insurance, which shall beprimary to and not contributory with any insurance or self-insurance maintained by University, and shall be endorsed to include the University as an additional insured:

- Commercial General Liability Insurance which includes usual and customary coverage for bodily injury (including mental injury/emotional distress), property damage, personal injury, independent Contractor, and contractual liability, with a minimum combined single limit of not less than $1,000,000 each occurrence and $2,000,000 aggregate, for bodily injury andproperty damage.

  General aggregate limit shall apply. Such insurance shall provide for the waiver of subrogation against University and any of its affiliated persons or entities. (For the purposes of all partsof this Agreement, "person" refers to natural persons and legal entities of whatever form.)

  The insurance required of the Contractor shall also include liability insurance coverage for"bodily injury" defined to include mental and emotional injury and sexual abuse and misconduct.The minimum amount of coverage for sexual abuse and misconduct shall be $100,000 per occurrence/$250,000 aggregate, with a

deductible or self-insured retention of no greater than
$2,000. The University shall also be named as an additional insured on this coverage underthe policy which shall include the same language as set forth above.

- Business Auto Liability Insurance with a combined single limit of not less than $1,000,000 each occurrence for bodily injury and property damage, including all owned, non-owned, andhired autos.
- Worker's Compensation and Employer's Liability Insurance for not less than $1,000,000 each accident/occurrence.

Insurance shall be issued by a company currently admitted to do business in such class of insurance in the State of Louisiana and having a BEST'S rating of A- or better. Certificates of Insurance for all policies, in a form satisfactory to University, shall be furnished to University prior to the effective date of this contract.

All Certificates of Insurance and original additional insured endorsements shall provide that they maynot be canceled nor the coverage thereunder otherwise reduced without 30 days' advance written notice to University. All Certificates of Insurance shall be signed by an authorized agent or representative of the insurance carrier.

No defect in any certificate of Insurance shall be deemed a waiver by the University for any ofthe requirements of this agreement. Contractor shall provide information to the University regarding any sexual abuse, harassment, or molestation claim made against Contractor in the last ten (10) years.

1.34 Payment

Grambling State University shall pay Contractor in accordance with the Proposal Response or the negotiated terms. The Contractor may invoice Grambling State University monthly at the billing address designated by Grambling State University. Payments will be made by Grambling State University within approximately thirty (30) days after receipt of a properly executed invoice, and approval by Grambling State University.

Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

Interest due by a Grambling State University for late payments shall be in accordance with La. R.S. 39:1695 and 13:4202.

1.35 Termination of the Contract for Cause

Grambling State University may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that Grambling State University shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then Grambling State University may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of Grambling State University to comply with the terms and conditions of the contract, provided that the Contractor shall give Grambling State University written notice specifying Grambling State University's failure and a reasonable opportunity for Grambling State University to cure the defect.

1.36 Termination of the Contract for Convenience

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

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.37 Fiscal Funding

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 continuationof the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.38 Governing Law

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to La. R.S. 39:1551-1736; purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this RFP. Venue of any action brought with regard to the contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

1.39 Assignment

The Contractor shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of Grambling State University. This provision shall not be construed to prohibit the

Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to Grambling State University.

1.40 No Guarantee of Quantities

The square footage quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser square footage quantity is needed, the right is reserved by Grambling State University to increase or decrease the amount, at the price stated in the proposal.

Neither Grambling State University nor the State of Louisiana obligates itself to contract for or accept more than their actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.

1.41 Audit of Records

The State of Louisiana legislative auditor, federal auditors and internal auditors of Grambling State University, Division of Administration, or others so designated by the State of Louisiana, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years from the date of final payment or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

1.42 Civil Rights Compliance

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of

the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

1.43 Non-Discrimination

In connection with the execution of an agreement, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because of race, age, religion, color,sexual orientation, national origin, ancestry, physical handicap, medical condition, or marital status. The Contractor shall take action to ensure that applicants for employment and employees arefree from discrimination.

The Contractor certifies that it shall conduct its activities in compliance with The Americans with Disabilities Act and other federal, state, or local ordinances concerning non-discrimination in employment.

Failure to obtain such policies, or to submit the required certificates of insurance and non-discrimination at least fifteen (15) days prior to the commencement date for services, shall at the University's election constitute a material breach of this agreement and entitle the University to cancel the agreement without further notice.

1.44 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of GSU. Changes to the contract include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.45 Substitution of Personnel

Grambling State University intends to include in any contract resulting from this RFP the following condition:
Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to Grambling State University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

1.46 Claims or Controversies

Any claims or controversies shall be resolved in accordance with the Louisiana Procurement Code, La. R.S. 39:1673.

1.47 Proposer's Certification of No Federal Suspension or Debarment

Certification of no suspension or debarment: By signing and submitting any proposal for $25,000 or more, the Proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by Louisiana Secretary of State Office, the Louisiana Office of State Procurement, or the General Services Administration (GSA) in accordance with the requirements in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly OMB Circular A-133).

1.48 Anti-Kickback Clause

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or sub-grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

1.49 Code of Ethics

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in the Contract. The Contractor agrees to immediately notify Grambling State University if potential violations of the Code of Governmental Ethics arise at any time during the term of the Contract.

1.50 Personnel and Background Checks.

Contractor will provide each of its employees with an identification badge, uniforms and will require the employee to carry that badge while on Campus to ensure that person has authorized access to buildings and equipment. Each individual who is assigned to perform any of Contractor‘s duties under the Contract will be an employee of Contractor or an employee of a permitted subcontractor engaged by Contractor and approved in advance by University. Contractor is responsible for the performance of all individuals performing its duties under the Contract. Prior to commencing any operations on Campus, Contractor will at its expense (1) provide University with a list ("List") of all individuals who may be assigned to perform services on Campus, and (2) have an appropriate criminal background screening performed concerning all such individuals. Contractor will determine on a case-by-case basis whether each such individual is qualified to provide such services. Contractor will not knowingly assign any individual to provide services on Campus who has a history of criminal conduct unacceptable for a university campus, including violent or sexual offenses. Contractor will update the List each time there is a change in the individuals assigned to perform services on Campus.

1.51 Proposer’s Cooperation

Any Proposer has the duty to fully cooperate with Grambling State University and provide any and all requested information, documentation, etc. to Grambling State University when requested. This applies even if an eventual Contract is terminated and/or a lawsuit is filed. Specifically, the Proposer shall not limit or impede Grambling State University’s right to audit or to withhold Grambling State University owned documents.

1.52 E-Verify

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

SECTION II: SCOPE OF WORK/SERVICES

2.1 Our Mission

We are committed to providing our students, staff and faculty, a safe, clean and comfortable atmosphere conducive to learning and working.

2.2 Purpose for Services

The purpose of this fixed price contract is to obtain cleaning services, small handyman services, moving services and front desk receptionist for real property owned by Grambling State University. The Contractor shall perform all services identified in all designated spaces including, but not limited to halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators and stairways. The Contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for other business purposes.

2.3 Contract Performance

2.3.1 All work performed by the Contractor shall be performed in accordance with all applicable laws, rules, regulations, etc. Any needed permits, licenses, etc. are the responsibility of the Contractor

2.3.2 Contractor shall provide all needed equipment to perform all custodial services. The equipment provided shall be maintained in optimum condition at all times. Backup equipment shall be available in the event the normally assigned equipment needs to be serviced

2.3.3 Contractor shall provide all needed equipment and labor to perform event setups for athletic and university related events. All others will be invoiced as outside the scope of the RFP

2.3.4 Contractor shall provide all needed equipment and labor to perform fall, spring, and summer semester housing clean up. All others will be invoiced as outside the scope of the RFP

2.3.5 Contractor shall provide all needed equipment and labor to perform summer camp housing clean up. All others will be invoiced as outside the scope of the RFP

2.3.6 Contractor shall perform custodial services to clean all common areas of the facilities on a daily basis, five days per week

2.3.7 Contractor shall provide moving services of university property on an as needed basis. This includes indoor and outdoor furniture moves. Personnel providing this service will come from the personnel to the university.

2.3.8 Contractor shall provide a maintenance person to provide a variety of services; "handyman" services, painting, assembly of small furniture, hanging pictures, moving equipment, erection of tents and other services.

2.3.9 Contractor will provide a receptionist at the Facilities Management office to provide basic receptionist services. A job description will be provided.

2.4 Daily Cleaning Requirement

2.4.1 Floors

2.4.1.1 All hard surface floors shall be swept, dust mopped, and wet mopped.

2.4.1.2 Not less than once weekly all hard surface floors shall be high speed burnished. Contractor will follow floor manufacturer specifications for floor care

2.4.1.3 All carpet shall be vacuumed with commercial vacuuming equipment.

2.4.1.4 All stairs and stairwells shall be swept and/or vacuumed.

2.4.1.5 All spillage shall be removed from hard surface areas and wet mopped, or from carpet and vacuumed as required.

2.4.1.6 All exterior concrete and / or hard surface areas that are connected and part of the facility shall be cleaned and swept. (This does not include parking lots)

2.4.1.7 All entrance door mats shall be swept and/or vacuumed.

2.4.1.8 All areas swept, dust mopped, wet mopped or vacuumed shall be left clean and free of noticeable dust and debris.

2.4.1.9 All floor molding / wall / kickboards shall be wiped down when dusty and especially after waxing.

2.4.1.10 Contractor shall provide daily trash pickup campus wide including weekends.

2.4.2 Restrooms (May require multiple cleaning each day)

2.4.2.1 Floors shall be wet mopped with a disinfectant.

2.4.2.2 Toilets shall be cleaned and disinfected with an approved bowl cleaner.

2.4.2.3 Lavatories shall be cleaned, sanitized and rinsed thoroughly

2.4.2.4 Shelves and lavatory counters shall be cleaned and sanitized.

2.4.2.5 Mirrors shall be cleaned.

2.4.2.6 Fittings and supply pipes shall be cleaned.

2.4.2.7 Stall partitions, doors and tile walls shall be cleaned and sanitized. Any graffiti shall be removed immediately.

2.4.2.8 Waste receptacles shall be emptied and all debris deposited in designated areas. Waste receptacles shall be sanitized and deodorized as necessary.

2.4.3 Receptacles

2.4.3.1 Waste receptacles shall be emptied and resulting debris placed in designated dumpsters. This includes all receptacles inside of each facility as well as all receptacles located on the outside grounds of each facility. The custodian shall exercise extreme care in placing trash in bins and

dumpsters in order not to have trash spill from the bins and / or dumpsters. The custodian shall not place trash in bins that are full. Contractor shall not place bagged trash on the ground around the trash bin/receptacle.

2.4.3.2 Waste receptacles shall be sanitized and deodorized as necessary.

2.4.3.3 Recycling receptacles shall be emptied and resulting debris placed in designated areas. The custodian shall exercise extreme care in placing recycling materials in bins in order not to have spillage nor overflow from the bins. The custodian shall not place recyclables in bins that are full.

2.4.3.4 Recycling bins shall be sanitized and deodorized as necessary.

2.4.4 Dusting

2.4.4.1 All chairs, desks, filing cabinets, book cases, counters, tables, shelves, office furniture, etc. shall be cleaned, dusted and/or polished

2.4.4.2 All window sills, ledges, moldings, picture frames, etc. in eyesight, at eye level or within arm's reach shall be dusted

2.4.4.3 Specified office machines, office equipment, coolers, and freezers shall be cleaned and dusted as indicated by building personnel

2.4.5 Glass

2.4.5.1 Entrance and office door glass shall be cleaned and all postings shall be removed from designated non-posting areas. Commercial glass cleaner shall be used

2.4.5.2 Partition glass shall be cleaned with a commercial glass cleaner

2.4.5.3 Windows shall be cleaned with a commercial glass cleaner

2.4.6 Miscellaneous

2.4.6.1 Drinking fountains shall be cleaned and sanitized

2.4.6.2 Hallway, lobby and office walls shall be cleaned as required.

2.4.6.3 Hand marks shall be removed from painted surfaces as required.

2.4.6.4 Straighten all chairs, sofas, tables and other furniture in an orderly fashion

2.4.6.5 Unlock exterior entrance doors and interior public areas each morning as designated

2.4.6.6 Sweep surrounding building sidewalks, balconies, and covered walkways of all debris and dispose of in appropriate receptacles accordingly; this includes sidewalks adjacent to buildings. All trash and debris between the building and sidewalk and around the perimeter of the building shall be picked up

2.4.6.7 Immediately remove graffiti from interior and/or exterior of building

2.4.6.8 Do not re-use dirty water for any function

2.4.6.9 Waste receptacles shall be cleaned, sanitized, and rinsed thoroughly

2.4.6.10 Appropriate safety signage shall be in place while mopping, waxing, stripping floors, or during wet weather

2.4.7 Covid-19 Cleaning and Sanitation

2.4.7.1 Intensified cleaning to be implemented daily on campus according to CDC guidance, and cleaning protocols as new information is released by the CDC and others. Contractor shall provide updated training on the proper disinfecting training techniques required for all staff members.

2.4.7.2 The contractor shall conduct normal routine cleaning of bathrooms, hallways, offices, common areas, classrooms, teaching areas, break rooms, and conference rooms. In addition, the Contractor shall clean frequently touched surfaces on a daily basis. The minimum frequency of cleaning for high touch areas include:

- Twice daily for elevators, stairways, and restrooms
- Once daily for doorknobs, light switches, and break rooms

At minimum, classrooms will be cleaned once a day, including doorknobs, light switches, chairs, and desks, as well as other hard surfaces.

2.4.7.3 Team shall clean positive COVID-19 housing spaces approximately 2000' sq. ft.space.

2.5 Periodic Cleaning Requirements

2.5.1 Polishing all brass surfaces including door and window handles, plaques

2.5.2 Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting

2.5.3 Spot cleaning baseboards and walls

2.5.4 Waxing and polishing floors as needed

2.5.5 Shampooing (small area spot clean; as needed) carpets

2.5.6 Dusting window sills and blinds

2.5.7 Cleaning shutters as required

2.6 Weekly Cleaning Requirements

2.6.1 All hard surface floors shall be wet mopped with a neutral cleaner

2.6.2 All hard surfaced areas shall be high speed burnished according to the floor manufacturer's care specifications. Additional floor finish shall be applied as needed to maintain finish depth

2.6.3 Stairs and stairwells shall be wet mopped with a neutral cleaner

2.6.4 All carpet shall have an approved granular or powder carpet fresh applied and vacuumed

2.6.5 Wipe-down exterior furnishings

2.6.6 Sweeping and washing terraces and balconies to remove all accumulated dirt and debris

2.6.7 The mailroom floor on the lower level shall be scrubbed, sealed and polished. Contractor will pour water in on all the floor drains on a twice weekly basis, or as required, to eliminate odors

2.6.8 Washing of windows (inside & outside) at all buildings. When completed the windows shall be free of smudges, lint, or streaks from the surface

2.7 Monthly Cleaning Requirements

2.7.1 Contractor shall perform custodial services to accomplish the following tasks, at least once per month for all common areas of the facilities

2.7.2 Wash all interior plate glass windows

2.7.3 Dust and damp clean all interior wall surfaces

2.7.4 Dust all window sills, ledges, moldings, picture frames, etc. above and beyond eyesight, eye level or arm's reach

2.7.5 Vacuum all heat and air vents of dust

2.7.6 Vacuum all Venetian blinds of dust

2.7.7 Check all cloth furniture for excessive soiling and stains. Clean and fabric protect material as needed to maintain overall appearance

2.7.8 Areas requiring additional coats of wax shall be applied

2.8 Quarterly Cleaning Requirements

2.8.1 Cleaning and sanitizing the trash holding area

2.8.2 Stripping polish/wax coats and completely reapplying polish/wax coats on all hard surfaces (bricks, tiles, vinyl etc)

2.8.3 Shampooing carpets in all areas – Quarterly AND as required.

2.9 Semi-Annual Cleaning Requirements

2.9.1 Cleaning gutters and down spouts of all collected debris

2.10 Residential Cleaning

Contractor shall perform custodial services to clean every residential unit periodically at times to be determined by housing management. When residential units are available for cleaning the contractor shall perform all daily, weekly, and monthly tasks listed above to each unit and every room as required. Contractor shall provide additional staff to meet deadlines for cleaning each residential unit and every room during these periods. The normal schedule will not apply during these times.

2.11 Moving Services / University Events

The Contractor shall be highly aware of University events and activities supported by and impacted by custodial services. Events include, but are not limited to: the academic calendar, graduations, holidays, fundraising, alumni events, athletic events, new student orientation, and summer camps. The Contractor will coordinate its role in events

with the campus community through the DocuSign request form for Facilities Reservations.

Contractor is responsible for event setups – Contractor will relocate tables, chairs and other furniture for setups. Events setups include but not limited to:

- Commencements
- Luncheons
- Student/academic activities.

Contractor staff shall be available during each University event. Contractor shall provide service for additional events and emergencies as requested by the University.

2.12 Sporting Events

Contractor shall be responsible for the preparation of sporting event venues prior to and after all scheduled. Some of the preparation requirements include but are not limited to the following:

2.12.1 Football Games (Cleaning of Stadium)
- 2.12.1.1 Annual power washing of Eddie Robinson Stadium
- 2.12.1.2 Pick up and disposal of trash during event
- 2.12.1.3 Service restroom during event
- 2.12.1.4 Cleaning of press box and suite area before and after each game.
- 2.12.1.5 Cleaning of press box windows
- 2.12.1.6 Provide attendant in press box area during the event

2.12.2 Baseball Games / Softball Games
- 2.12.2.1 Provide restroom attendants during event

2.12.3 Basketball Games
- 2.12.3.1 Provide restroom attendants during event
- 2.12.3.2 Pick up and disposal of trash during event
- 2.12.3.3 Assist with floor set up prior to event

2.12.4 Other games as required

2.13 Transportation

Contractor is required to provide necessary transportation for day-to-day job tasks. All vehicles must be registered with the state, must have insurance. Contractor's drivers must adhere to GSU's transportation safety policy and procedure.

2.14 Annual Summer Turn Project

Contractor shall assist Grambling State University (GSU) Housing team in the initial cleanup of student housing. Clean up includes, but is not limited to the cleaning of breezeway areas of, cleaning and replacement of bulbs in light fixtures, and cleaning of stairwell areas. This is a one-time annual job task and not a daily requirement.

2.15 Pricing

Pricing for all items shall be a complete, turnkey price and shall include but is not limited to: labor, equipment, tools, materials, supplies, insurance, permitting, taxes, shipping, etc. The University is requesting several different combinations of pricing on Attachment A Price Schedule. The University reserves the right to award any of the options listed on Attachment A Price Schedule.

2.15.1 Contractor shall submit a lump sum price for complete custodial services for the entire campuses of Grambling State University. Contractor shall also include a rate per square foot for the addition of other University facilities, or deletion of any facility originally included in the contract.

2.15.2 Contractor shall submit a price per square foot for stripping and waxing (four coats) for hard surface flooring. This price shall include all necessary labor, materials, equipment, and supplies.

2.15.3 Contractor shall submit a price per square foot for carpet extraction/bonnet cleaning which includes all necessary labor, materials, equipment, and supplies.

2.15.4 Contractor shall submit a price for an hourly rate for any additional service not covered in the annual contract. Please provide an hourly rate for normal business hours, an after hour's rate, and a holiday rate. Contractor shall also provide a rate sheet for standard materials, chemicals, and supplies that may be used for additional services. The University may have needs for other additional services throughout the contract period.

2.15.5 Contractor shall submit pricing for over-time hourly rate for additional services outside of the specified scope of work.

2.16 Pre-established Pricing for Additional Services

Any services not included in the Proposer's proposal shall be identified and priced separately.Such services and pricing shall be agreed upon in the final stage of the RFP process.

The team is expected to respond to after-hour calls and emergencies in order to properly protect the assets of GSU. A contact shall be established and expected to respond within 30 minutes. The contact will review and access whether the call requires immediate attention or can be handled during regular business hours. GSU shall be notified of the Contractor's intentions in a timelymanner. Items that can be dealt with in one (1) hour shall be part of the contract. Any time over an hour shall be paid at time-and-a-half.

All events established on the campus calendar shall be part of the contract. Any request for additional funding shall be addressed and established during the event planning process.

From time to time, the campus will encounter inclement weather or need assistance with special projects. These incidents will be random, and the plan is to manage these with the contract staffing. All extra cost shall be documented and submitted for payment outside of the normal contract.

2.17 Change Orders

When additional service is required outside the scope of the contract, it must be approved in advance of the work being executed. Change orders will require a cost estimate. If work requiring a change order is performed without approval from the Director Facilities in writing, the Contractor will not be paid.

2.18 Loitering

Loitering is prohibited at Grambling State University therefore personnel are required to remain in their assigned work area. Inter-Action with students is not allowed.

2.19 Cleaning Checklist

Contractor will provide a detail-cleaning checklist for each cleaning area. Restrooms, administration buildings, academic, and athletics facilities.

2.20 Work Schedule

Contractor will provide a weekly work schedule (7 days per week) to Director of Facilities

2.21 Management and Supervision

2.21.1 The Contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with Grambling State University personnel. The supervisor shall have supervision as his or her sole function.

2.21.2 The Contractor shall maintain schedules. The schedules shall take into consideration the hours that the staff can effectively perform their services without placing a burden on the security personnel of the Post. For those items other than routine daily services, the Contractor shall provide the representative with a detailed plan as to the personnel to be used and the time frame to perform the service.

2.21.3 The Contractor shall be responsible for quality control. The Contractor shall perform inspection visits to the work site on a regular basis. The Contractor shall coordinate these visits with the representative. These visits shall be surprise inspections to those working on the contract.

2.21.4 The Contractor shall control overtime through efficient use of the work force. Individual work schedules shall not exceed 40 hours per week. Overtime will not be considered as part of this RFP.

2.22 Staff Development

The Contractor shall provide training programs for Custodial services:

2.22.1 Safety Training consistent with all applicable regulations and with conditions on GSU's campus.

2.22.2 Hazardous Material Training consistent with all applicable regulations (including use and disposalof hazardous materials), and with conditions on GSU's campus. MSDS (Material Safety Data Sheets) posted as required.

2.22.3 Regular departmental meetings covering safety, hazardous material use and disposal, and other training issues.

2.23 General Contractor Responsibilities

2.23.1 All personnel will always conduct themselves in a professional manner.

2.23.2 The General Contractor is responsible for the completion of all work on time as scheduled.

2.23.3 General Contractor is responsible for meeting all requirements of the Request for Proposal (RFP) package and or contract.

2.23.4 The Contractor will provide quality of work.

2.23.5 Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. They are to be performed on a daily basis.

2.23.6 Contractor shall schedule periodic cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The COR shall determine the schedules presented which meet the needs of the individual facility.

2.24 Health Safety and Environment – HSE

2.24.1 Contractor will follow Centers for Disease (CDC) COVID-19 safety guidelines and those of Grambling State University.

2.24.2 Contractor will provide a detailed Health Safety & Environmental (HSE) employee program.

2.24.3 Contractor will be responsible for the adherence of all safety polices. Policy should include Grambling State University safety policy and procedures.

2.24.4 All personnel will wear uniforms and all safety equipment including personal protective equipment for their employees.

2.24.5 Monthly Safety Meetings are required.

2.24.6 Smoking in designated areas only. (GSU is a tobacco free campus/No smoking)

2.25 Veteran Owned Businesses

Veteran Owned and Service-Connected, Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative), and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Each Proposer should address how the firm will meet the following:

The State of Louisiana Veteran and Hudson Initiatives are designed to provide additional opportunities for Louisiana-based small entrepreneurships (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the State. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) small entrepreneurship are businesses that have been certified by the

Louisiana Department of Economic Development. All eligible vendors/proposers are encouraged to become certified. Qualification requirements and online certification are available at:
https://smallbiz.louisianaeconomicdevelopment.com

If a proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

During the term of the contract and at expiration, the Contractor will also be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

The statutes (La. R.S 39:2171 *et. seq.)* concerning the Veteran Initiative may be viewed at:
http://legis.la.gov/lss/lss.asp?doc=671504.
The statutes (La. R.S 39:2001 *et. seq.)* concerning the Hudson Initiative may be viewed at:
http://legis.la.gov/lss/lss.asp?doc=96265

The rules for the Veteran Initiative (LAC 19:VII. Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII

Chapters 11 and 13) may be viewed at:
http://www.doa.louisiana.gov/osp/se/se.htm

A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurships may be obtained from the Louisiana Economic Development Certification System at:
https://smallbiz.louisianaeconomicdevelopment.com

Additionally, a list of Hudson and Veteran Initiative small entrepreneurships, which have been certified by the Louisiana Department of Economic Development and who have opted to register in the State of Louisiana LaGov Supplier Portal:
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

This may be accessed from the State of Louisiana Procurement and Contract (LaPAC) Network:
http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/Vendor/VndPubMain.cfm?tab=2.

When using this site, determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.) and select SmallE, VSE, or DVSE

SECTION III: EVALUATION

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

Evaluation Criteria	Possible Points
Financial Proposal (Section 3.1):	*40 points*
Technical Proposal Response (Section 3.2):	*25 points*
Quality of Proposer's Services	*25 points*
Veteran and Hudson Initiative (Section 3.3)	*10 points*
Total Possible Points	***100 points***

Proposals will be evaluated in light of the material and the substantiating evidence presented to the State, not on the basis of what may be inferred.

The scores for the Financial and Technical Proposals will be combined to determine the overall score. The Proposer with the highest overall score will be recommended for award.

3.1 Financial Proposal

The overall financial package to be provided to the University by Proposer, including but not limited to Proposer's proposed sponsorship fees, royalties, sponsorship products, improvement funds, scholarship funding, internships and any additional considerations, or long-term costs borne by the University, and any other financial factors, including but not limited to service cost. Total long-term cost to the University of acquiring the Proposer's goods or services. Facility and Capital Improvement considerations. Any and all other financial considerations.

The following financial criteria will be evaluated:

Prices proposed by the Proposers shall be submitted on the price schedule furnished in Attachment A.
Prices proposed shall be firm.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost.

A proposer's base cost score will be based on the cost information provided in Attachment 3 and computed as follows:

BCS = (LPC/PC X 40)

Where: BCS = Computed cost score (points) for proposer being evaluated
LPC = Lowest proposed cost of all proposers
PC = Total cost of proposer being evaluated

3.2 Technical Proposal Response

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee in the evaluation of the technical proposal. Such factors may include but are not limited to:

- Qualification, education, and experience of team members proposed by proposer to conduct and supervise its staff
- Approach and Methodology
- Implementation/Orientation Plan
- Environmental Sustainability (Green Initiative) and Community-Wide Economic Development

3.3 Quality of Proposer's Services

The following criteria are of importance and relevance to the evaluation of this RFP and will be used by the Evaluation Committee in the evaluation of the technical proposal. Such factors may include but are not limited to:

- Proposer's references from past and present clients
- Proposer's demonstrated competence and experience in providing the requested services for other institutions, organizations, or entities in size and scope
- Proposer's ability to perform the required services within the time periods projected base on Proposer's demonstrated capabilities, staffing, and creative resources.

3.4 Veteran and Hudson Initiative

Veteran-Owned and Service-Connected, Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative), and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Participation

Ten percent (10%) of the total evaluation points on this RFP are reserved for Proposers who are themselves a certified Veteran or Hudson Initiative small entrepreneurship or who will engage the participation of one or more certified Veteran or Hudson Initiatives small entrepreneurships as subcontractors.

Reserved points shall be added to the applicable proposers' evaluation score as follows:

<u>Proposer Status and Reserved Points</u>

- Proposer is a certified small entrepreneurship: Full amount of the reserved points
- Proposer is not a certified small entrepreneurship but has engaged one or more certified small entrepreneurships to participate as subcontractors or distributors. Points will be allocated based on the following criteria:
  - the number of certified small entrepreneurships to be utilized
  - the experience and qualifications of the certified small entrepreneurship(s)
  - the anticipated earnings to accrue to the certified small entrepreneurship(s)

If the Proposer is not a certified small entrepreneurship as described herein, but plans to use certified small entrepreneurship(s), Proposer shall include in their proposal the names of their certified Veteran Initiative or Hudson Initiative small entrepreneurship subcontractor(s), a description of the work each will perform, and the dollar value of each subcontract.

SECTION IV: PERFORMANCE STANDARDS

4.1 Performance Requirements

See PART II of the RFP that includes sections: 2.1 Scope of Work/Custodial Services and 2.1a Scope of Work – Grounds Services

4.2 Performance Measurement/Evaluation

The University will schedule Quarterly Management Meetings with the successful Contractor to discuss performance related concerns.

4.3 Veteran Owned Businesses Reporting

Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (Veteran Initiative) and Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) Programs Reporting Requirements

During the term of the contract and at expiration, the Contractor will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each.

SECTION V: SUPPORTING DOCUMENTS

Attachment A

Price Schedule

For contractual agreement to perform Custodial Services at Grambling State University, I/We do propose the following:

A. Lump sum price: $_____

_____
Written amount

Rate per square foot: $_____

B. Price/square foot for stripping/waxing $_____

C. Price/square foot for carpet extraction $_____

D. Hourly rate for additional service:

(1) Normal business hours $_____

Attachment B
Insurance Requirements for Contractors

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. **Workers Compensation**
   Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. 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 worker's compensation coverage only.

2. **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.

3. **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.

4. **Professional Liability (Errors and Omissions)**
   Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of $1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no later than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months, with full reinstatement of limits, from the expiration date of the policy.

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

   a. 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.

b. 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.

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

a. 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.

b. 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.

c. 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.

d. 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 a A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for worker's 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.

Appendix 2
GSU Main Campus Square Footage

Facility Name	Est. Sq. Footage	Year Built
Alma Brown Elementary	37,984	1982
Assembly Center	160,450	2007
Athletics	6,794	1954
Athletics Annex	2016	1990
Baseball Complex	17,392	2003
Bookstore-Post Office	26,880	1996
Brown Hall	24,960	1956
Carver Hall	99,201	1958
Carver Hall Annex	43,288	1969
Charles P. Adams Hall	89,212	1969
Criminal Justice Hall	30,316	1955
Digital Library	58,000	2023
Elizabeth Robinson Hall	15,032	1994
Facilities Annex	6,144	1987
Facilities Operations	6,420	1984
Favrot Student Union	45,096	1959
Foster-Johnson	8,111	1958
Grambling Hall	22,360	2001
GSU Lab High School	27,759	1965
GSU Lab Junior High	14,543	1955
T. H. Harris Auditorium	24,487	1960
Intramural Center	100,000	1991
Jacob T. Stewart	78,159	1992
T. L. James Hall	32,526	1956
T. L. James Hall Annex	20,477	1992
Jeanes Hall	22,528	1960
Jewett Hall	14,301	1939
Lafayette Richmond	13,578	1994
Lee Hall	10,065	1939
Long-Jones Hall	35,705	1939
Army ROTC	7,200	1956

Men's Memorial Gym	35,850	
Old President's Home/Purchasing	2,404	1944
President's House/ Advancement	5697	1984
Property Storage/Receiving	6000	1956
Eddie G. Robinson Stadium	26,235	1982
School of Nursing	56,010	1987
Stadium Support Facility	28,780	1998
The Performing Art Center	62,089	2009
University Police (Clubhouse)	5,538	1992
Virginia Harris Hunter Hall	14,148	1994
Washington-Johnson Complex	40,882	1962
William Garner Hall	14,676	1994
Institutional Advancement - Communication	7,200	1956
Woodson Hall	54,075	1967
Judicial Affairs	2,061	1958
Eddie Robinson Museum	15,598	
Main Campus -Total Sq, Ft.	**1,478,227**	

Appendix 3
GSU West Campus Square Footage

Building Name	Year	Sq. Footage	Remarks
ADMINISTRATION BUILDING	1968	5,425	Inactive
BLEACHERS	1975	2,207	Inactive
BUS STORAGE CANOPY	1968	1,045	Inactive
CHLORINATOR BUILDING #1			Inactive
CHLORINATOR BUILDING #2			Inactive
CHLORINATOR BUILDING #3			Inactive
COLD STORAGE	1947	4,200	Inactive
COMMUNITY HOME #1	1980	2,250	Active
COMMUNITY HOME #2	1967	2,057	Active
ELEVATED WATER TANK & METER HOUSE	1948	52	Inactive
ENCLOSED PAVILION & RESTROOMS	1983	2,100	Inactive
FENCING			Inactive
GLASS GREENHOUSE - 1 & CANOPY	1968	1,400	Inactive
GLASS GREENHOUSE - 2 & STORAGE SHED	1980	1,400	Inactive
GREENHOUSE CANOPY			Inactive
GREENHOUSE OFFICE (#10)	1978	600	Inactive
GROUP HOME 136 (#4)	1980	1,843	Active
GYMNASIUM	1977	9,900	Inactive
HOME MAINTENANCE BUILDING	1966	1,359	Inactive
HOUSEKEEPING STORAGE	1997	256	Inactive
LAND IMPROVEMENTS			Inactive
LUMBER BARN	1991	4,100	Inactive
MAINTENANCE COMPLEX	1980	14,514	Inactive
MEDICAL BUIDLING	1968	5,175	Inactive
NUTRITIONAL CENTER	1976	5,017	Inactive
OLD GREEHNOUSE	1968	525	Inactive
PAVILION RESTROOMS			Inactive
PICNIC PAVILION EAST	1996	760	Inactive
PICNIC PAVILLION - WEST	1994	560	Inactive
PINE 400	1968	4,922	Active
PINE 500	1968	4,922	Active
PINE 600	1980	4,922	Active
PINE 700	1980	4,922	Active
PINE 800	1980	4,922	Active
POTTING HOUSE	1995	1,500	Inactive
POW BLDG - EAST	1947	4,791	Inactive
POW BLDG - WEST	1960	2,782	Inactive

PROFESSIONAL BLDG	1968	22,683	Inactive
PROP CONTROL BARN	1994	2,500	Inactive
PROP MGMT OFFICE	1978	624	Inactive
PSYCHOLOGY BUILDING	1968	3,360	Inactive
PUMP HOUSE			Inactive
PUMP HOUSE #2			Inactive
RECREATION MALL	1980	13,005	Inactive
SHELTER			Inactive
SHELTER			Inactive
SLEDGE STORAGE TANK			Inactive
STAFF HOME #3	1967	2,047	Active
STAFF HOME #5	1967	2,047	Active
STORAGE SHED			Inactive
SUPERINTENDENT GARAGE/OFFICE	1978	1,152	Inactive
SUPERINTENDENT'S RESIDENCE	1975	3,024	Active
TRIPLEX MULTI-TENANT RESIDENCE	1985	2,305	Active
VEHICLE STORAGE CANOPY	1980	5,499	Inactive
VOC SER BUILDING (#8)	1980	3,600	Inactive
WAREHOUSE STORAGE BARN #2			Inactive
WATER METER HOUSE			Inactive
WATER WELL PUMP HOUSE	1968	142	Inactive
WILLOW 100	1968	4,363	Active
WILLOW 200	1968	4,363	Active
WILLOW 300	1968	4,363	Active
WORKSHOP STORAGE	1994	1,500	Inactive

Appendix 4
GSU Custodial Equipment

Description	Serial Number	Building
VACUUM CLEANER INDUSTRIAL	982066002	ASSEMBLY
SHAMPOOER / Extractor	2185	CAMPUS
BURNISHER POLISHER MACHINE	1299652	ROBINSON
CARPET CLEANING MACHINE	2342	BUILDING 2
Floor Scrubber-Riding	7100-10338283	ASSEMBLY
Floor Scrubber-Riding	7100-10338282	ASSEMBLY
Floor Machine	10001510338465	FACILITIES
Floor Scrubber-Auto	90009410336029	STUDENT
Floor Machine	60759610333841	ASSEMBLY
Shampooer-Extractor	10331090	CAMPUS
ALL SURFACE CLEANER	10334747	STADIUM
Sweeper	3640-9416	ASSEMBLY

SURETY BID BOND

FOR

Grambling State University
RFQ 50018-220007

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

That_____of_____, as Principal, and, _____ as Surety, are held and firmly bound unto the _____ (Obligee), in the full and just sum of five (5%) percent of the total amount of this bid, including all alternates, lawful money of the United States, for payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater that the amount for whichit obligates itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing of the A. M. Best's Key Rating Guide. If surety qualifies by virtue of its Best's listing, the Bond amount may not exceed ten percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its proposalto the Obligee on a Contract for:

_____

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure the performanceof the terms and conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise this obligation shall become due and payable.

_____	_____
PRINCIPAL (BIDDER)	SURETY
BY:_____	BY:_____
AUTHORIZED OFFICER-OWNER-PARTNER	AGENT OR ATTORNEY-IN-FACT(SEAL)