

UNIVERSITY of NEW ORLEANS

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INVITATION TO BID  
YEARLY SERVICE CONTRACT:  
3<sup>RD</sup> PARTY MONITORING OF FIRE ALARM  
AND LIFE SAFETY SYSTEMS

Sealed Bid #**BTB 2798**

Bid Date: **April 12, 2024**

Bid Time: 2:00 p.m.

Mandatory Pre-Bid Conference:

Date: **April 4, 2024**

10:00 a.m. at the

Administration Building – Room 112



THE UNIVERSITY *of*  
NEW ORLEANS

UNIVERSITY of NEW ORLEANS

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INVITATION TO BID  
YEARLY SERVICE CONTRACT:  
3<sup>RD</sup> PARTY MONITORING OF FIRE ALARM  
AND LIFE SAFETY SYTEMS

PREPARED BY

UNIVERSITY OF NEW ORLEANS

PURCHASING OFFICE

Administration Annex Building – Room 1004G

LAKEFRONT - NEW ORLEANS - LOUISIANA – 70148

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Administration Building – Room 112

PURCHASING REPRESENTATIVE: Troy Bacino, Assistant Director  
Of Purchasing (504)280-6172

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**INDEX**

INSTRUCTIONS TO BIDDERS

<b><u>ARTICLE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGES</u></b>
1	Yearly Service Contract Title and Bid Opening Date and Time	1
1.1	Yearly Service Contract Title	1
2	Bidder's Representation	1
3	Bidding Documents	2
3.1	Copies	2
3.2	Inquires and Interpretation or Correction of Bidding Documents	2
3.3	Substitutions	3
3.4	Addenda	4
4	Bidding Procedure	4
4.1	Form and Style of Bids	4
4.2	Submission of Bids	5
4.3	Modification or Withdrawal of Bid	5
5	Consideration of Bids	6
5.1	Opening of Bids	6
5.2	Rejection of Bids	6
5.3	Acceptance of Bid	6
6	Form of Agreement Between Owner and Contractor	6
6.1	Form to be Used	6
6.2	Discriminatory Practices	6
6.3	Payments	7
6.4	Time	7
6.4.2	Escalation Clause	7
6.5	Termination	8
6.5.1	Termination for Cause	8

6.5.2	Termination for Convenience	8
6.5.3	Implementation of Termination	8
6.5.4	Termination by the Contractor	9
6.6	Subcontractors	9
7	Pre-Bid Conference	9
8	Qualifications	10
9	Insurance	10
	Exhibit "A" Insurance and Indemnification	1 - 6

**FORMS**

**DESCRIPTION**

**PAGES**

Bid Form	3
Reference Form	1
Payment Request Form	2
Authorized Dealer Form	1
Starlink Transfer Release Form	1
Campus Map	1

**TECHNICAL SPECIFICATIONS**

**SECTION**

**PAGES**

01000	GENERAL CONDITIONS	4
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**INSTRUCTIONS TO BIDDERS**

UNIVERSITY of NEW ORLEANS

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INSTRUCTIONS TO BIDDERS

ARTICLE 1

YEARLY SERVICE CONTRACT TITLE AND BID OPENING DATE & TIME

- 1.1 Yearly Service Contract Title: 3<sup>rd</sup> Party Monitoring of Fire Alarm and Life Safety Systems

Bid Opening Date & Time: **April 12, 2024** at 2:00 p.m.

Location of Bid Opening:

University of New Orleans  
Purchasing Office  
Administration Annex, Room 1004G  
New Orleans, Louisiana 70148

ARTICLE 2

BIDDER'S REPRESENTATION

- 2.1 Each Bidder by making his bid represents that:
- 2.1.1 He has read and understands the Bidding Documents and his bid is made in accordance therewith.
- 2.1.2 He has visited the site and has familiarized himself with the local conditions under which the work is to be performed.
- The Bidder is advised to carefully consider all University physical features and activities and occupancies by faculty, staff and students, and to plan activities so as not to disrupt the normal operations and activities of the University except as expressly permitted by the University in writing. The Bidder shall be especially aware of existing electric, gas, water, telephone and/or other utilities and facilities which may be in the way of or adjacent to the Work, and shall take appropriate action to protect these utilities during the Work.
- Every effort has been made to accurately show all pertinent surface and subsurface features accurately. For self-assurance, the Bidder may examine available drawings and documents related to University premises.
- Such examinations may be made only in the offices of the University Facility Services as part of the Mandatory Pre-Bid Conference.
- 2.1.3 His bid is based solely upon the materials, systems and equipment described in the Bidding Documents as advertised and as modified by addenda.
- 2.1.4 His bid is not based on any verbal instructions contrary to the Bidding Documents and addenda.
- 2.2 The Bidder must be fully qualified under any State or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. The Contractor shall be responsible for determining that all of his Sub-bidders or prospective Subcontractors are duly licensed in accordance with law.

## ARTICLE 3

### BIDDING DOCUMENTS

#### 3.1 Copies

- 3.1.1 Complete Bidding Documents may be obtained from the University of New Orleans Purchasing Office.

The Bidding Documents consist of the Instructions to Bidders, the Bid Form, The Technical Specifications, the Drawings (if any) and all Addenda issued prior to bid opening.

These INSTRUCTIONS TO BIDDERS, including amendments and additions thereto, apply to each and every heading of the TECHNICAL SPECIFICATIONS with the same force as though repeated in full under each heading.

- 3.1.2 Complete sets of Bidding Documents shall be used in preparing bids; neither the University nor the Consultant assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

- 3.1.3 The University and/or its Consultant in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the work and do not confer a license or grant for any other use.

#### 3.2 Inquiries and Interpretation or Correction of Bidding Documents

- 3.2.1 All inquiries regarding these specifications shall be asked at the Pre-Bid conference or sent to the University Representative with a copy to the Purchasing Representative, each as identified on the Title Page of this Specification. Inquiries must be received at least seven (7) days prior to bid opening.

- 3.2.2 Any interpretation, correction or change of the Bidding Documents will be made by addendum. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and changes.

- 3.2.3 It shall be the Bidder's responsibility to make inquiry as to addenda issued. All issued addenda should be acknowledged on the Bid Form and shall become part of the Contract. Neither the University nor its Consultant(s) will be responsible for any explanation or interpretations of the Documents not covered by written, issued addenda.

The Bidder should acknowledge all issued addenda in the space provided on the Bid Form. Failure to acknowledge addenda may render the proposal informal and may cause its rejection.

#### 3.3 Substitutions

- 3.3.1 Any materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

- 3.3.2 No substitution will be considered unless written request for approval has been submitted by the Contractor and has been received by the University Representative prior to beginning work.

Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute including model numbers, drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included.

It shall be the responsibility of the Contractor to include in his request all changes required to the work if the proposed substitute is used. Approval, if granted, is given contingent upon Contractor being responsible for any costs which may be necessary to modify the space or facilities needed to accommodate the materials and equipment approved.

3.3.3 If the University approves a proposed substitution, such approval will be set forth in writing. Contractor shall not rely upon approvals made in any other manner.

#### 3.4 Addenda

3.4.1 Addenda will be mailed, delivered, electronically (email) sent or faxed to all Contractors in attendance at the mandatory Pre-Bid Conference or to all bidders if no mandatory Pre-Bid Conference is scheduled.

3.4.2 Copies of addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

3.4.3 Addenda shall not be issued within a period of three (3) working days prior to the time set for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the three (3) working day period prior to the time for the opening of bids, then the opening of bids shall be extended exactly one week, without the requirement of re-advertising.

3.4.4 Each Bidder shall ascertain from the University of New Orleans Purchasing Office prior to submitting his bid that he has received all addenda issued, and he should acknowledge their receipt on the Bid Form.

### ARTICLE 4

#### BIDDING PROCEDURE

##### 4.1 Form and Style of Bids

4.1.1 Bids shall be submitted on the forms provided by the University.

4.1.2 All blanks on the Bid Form shall be filled in by typewriter or manually in ink.

4.1.3 Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written words shall govern.

4.1.4 Any interlineation, alteration or erasure must be initialed by the signer of the bid or his authorized representative.

4.1.5 Bidder should make no additional stipulations on the Bid Form nor qualify his bid in any other manner.



- 4.1.6 The bid shall include the legal name of Bidder and the bid shall be signed by the person or persons legally authorized to bind the Bidder to a Contract. A bid submitted by an agency shall have a current Power of Attorney attached certifying agent's authority to bind Bidder.

In accordance with R.S. 39:1594(C)(4), the person signing the bid must be: 1) A current corporate officer, partnership member or other individual specifically authorized to submit bids as evidenced in appropriate records on file with the secretary of State; or 2) An individual authorized to bind the vendor, and bid is accompanied by a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the University. By signing this bid, the bidder certifies compliance with the above.

## 4.2 Submission of Bids

- 4.2.1 Bids shall be sealed in an envelope with the Bidding Documents and will be received until the time specified and at the place specified in these Bidding Documents. It shall be the specific responsibility of the Bidder to deliver his sealed bid to the University of New Orleans Purchasing Office at the appointed place and prior to the announced time for the opening of bids. Late delivery of a bid for any reason, including late delivery by United States Mail, or express delivery, shall disqualify the bid. The bid envelope shall be identified on the outside with the name of the project, and the address of the Bidder.
- 4.2.2 Bids shall be deposited at the designated location prior to the time on the date for receipt of bids indicated in these Bidding Documents, or any extension thereof made by addendum. Bids received after the time and date for receipt of bids will be returned unopened.
- 4.2.3 Bidder shall assume full responsibility for timely delivery at location designated for receipt of bids.
- 4.2.4 Oral, telephonic, telegraphic, electronic (email), or faxed bids are invalid and shall not receive consideration. The University shall not consider notations written on outside of bid envelope which have the effect of amending the bid. Written modifications enclosed in the bid envelope, and signed or initialed by the Contractor or his representative, shall be accepted.

## 4.3 Modification or Withdrawal of Bid

- 4.3.1 A bid may not be modified, withdrawn, or canceled by the Bidder for a period of thirty (30) calendar days for the period following the time and bid date designated for the receipt of bids, and Bidder so agrees in submitting his bid, except in accordance with R.S. 39:1594, F. which states, "Patent errors in bids or errors in bids supported by clear and convincing evidence may be corrected, or bids may be withdrawn, if such correction or withdrawal does not prejudice other bidders, and such actions may be taken only to the extent permitted under regulations."
- 4.3.2 Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to the University of New Orleans Purchasing Office at the place and prior to the time designated for receipt of bids.
- 4.3.3 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with these Instructions to Bidders.

## ARTICLE 5

### CONSIDERATION OF BIDS

- 5.1 Opening of Bids
  - 5.1.1 The properly identified Bids received on time will be opened publicly and will be read aloud, and tabulation will be made available to Bidders.
- 5.2 Rejection of Bids
  - 5.2.1 The University shall have the right to reject any or all bids and in particular to reject a bid not accompanied by any data required by the Bidding Documents or a bid in any way incomplete or irregular.
- 5.3 Acceptance of Bid
  - 5.3.1 The Bid will be awarded on the basis of the lowest total cost as determined by the University.

## ARTICLE 6

### FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- 6.1 Form to be Used
  - 6.1.1 Form of the Contract to be used shall be furnished by the University of New Orleans Purchasing Office, in the form of a duly executed Purchase Order.
- 6.2 Discriminatory Practices
  - 6.2.1 Discriminatory Practices: Both the University and the bidder shall abide by the requirements of Title VII of the Civil Rights Act of 1964, and shall not discriminate against employees or applicants due to race, color, religion, sex, handicap or national origin. Furthermore, both parties shall take affirmative action to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap, or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974. Both parties shall abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1974 to insure that services are delivered without discrimination due to race, color national origin or handicap. Both parties shall comply with the requirements of the Americans with Disabilities Act of 1990 which bans discrimination in employment or in delivery of services on the basis of sexual orientation.
- 6.3 Payments
  - 6.3.1 Contractor will be paid after each job is satisfactorily completed and upon recommendation of the University Representative.
  - 6.3.2 Payment for services shall be made to the Contractor once a month after receipt by the University of an invoice (or invoices) by which the Bidder certifies, and the University agrees, that all the invoiced work was performed in accordance with the specifications.
  - 6.3.3 All invoices should be submitted to the University's Office of Accounts Payable AND clearly indicate the Purchase Order Number assigned by the UNO Purchasing

office. Invoices must be accompanied by a service ticket(s) or reference the service ticket(s) if the ticket(s) was already submitted to Facility Services. The service ticket must reference who requested the work, why the work was needed, and what work was performed. Lump sum invoices will not be processed. All work must be itemized and include a breakdown per the unit pricing and material markup, if applicable, per the bid.

#### 6.4 Time

6.4.1 Contract Time: One (1) calendar year with the option to renew for four (4) consecutive twelve (12) month periods if mutually agreeable.

#### 6.4.2 Escalation Clause

Prior to any renewal term, the contractor may request a price increase for that renewal term based on documented increase costs. The price increase may not be greater than the Consumer Price Index (All Urban Consumers, Current Series) average increase for the prior 12 months. The University reserves the right to approve or disapprove the price increase.

#### 6.5 Termination

##### 6.5.1 Termination for Cause

The University may terminate any contract entered into as a result of this ITB for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the University shall give the Contractor written notice specifying the Contractor's failure. If within Ten (10) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the 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 the University to comply with the terms and conditions of the Contract; provided that the Contractor shall give the University written notice specifying the University's failure.

##### 6.5.2 Termination for Convenience

The University may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for work performed (monthly charges to be prorated), to the extent work has been performed satisfactorily.

##### 6.5.3 Implementation of Termination

The Contractor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination or reduction of work and until such date shall, continue to perform all work required in the specification (and be compensated for such work.

In the event of termination or reduction in the scope of work by the University, the University shall pay the Contractor for all work satisfactorily performed up to the effective date of termination or reduction in the scope of work, in accordance with the prices included in Contractor's bid less all partial payments made on account prior to the effective date of termination or reduction in the scope of work.

Upon termination as above, the Contract Administrator shall make final determination of the amount due the Contractor for work performed.

6.5.4 Termination by the Contractor

If, for any reason, the Contractor desires to terminate the Contract, he may do so upon giving written notice of sixty (60) days to the University. In the event of termination by the Contractor, the Contractor shall be governed by the terms and conditions, and shall perform all work required by the specifications until the termination date.

6.6 Subcontractors

6.6.1 All subcontractors must be identified and approved in writing in advance by the University. Contractor shall promptly pay all laborers, materialmen, subcontractors and suppliers for work performed pursuant to this contract.

ARTICLE 7

PRE-BID CONFERENCE

7.1 A Mandatory Pre-Bid Conference shall be held at the project site. Provisions for the site inspection are included as part of the Mandatory Pre-Bid Conference to be held at Facility Services, Administration Building – Room 112. at 10:00 A.M. on **April 4, 2024**. The Pre-Bid Conference shall also provide opportunity for a review of the Bidding Documents. The purpose of the Pre-Bid Conference is to familiarize Bidders with the requirements of the Project and the intent of the Bidding Documents, and to receive comments and information from interested Bidders.

7.2 Any revision of the Bidding Documents made as a result of the Pre-Bid Conference shall not be valid unless included in an addendum issued in accordance with Paragraph 3.4.1 of the Instructions to Bidders.

ARTICLE 8

QUALIFICATIONS

8.1 The Contractor shall be licensed by the Louisiana State Licensing Board for Contractors under Electrical, Telecommunications/Low Voltage.

On Any quote Ten Thousand Dollars (\$10,000.00) or more, the contractor shall certify that he is licensed under R. S. 37: 2150-2173 by placing his signature on the appropriate blank of the Quote Form.

Quotes in excess of Ten Thousand (\$10,000.00) received from contractors not licensed under the above classification will not be considered.

ARTICLE 9

INSURANCE

9.1 The Contractor, prior to commencing work, shall provide at his expense, proof of insurance coverage with insurance companies licensed in the State of Louisiana. Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-VI.

9.2 Insurance requirements are set forth in "Exhibit A" of these documents.

**INSURANCE AND INDEMNIFICATION**

Before commencing work, the other party (vendor/contractor and or subcontractor) shall obtain at its own cost and expense the following insurance in insurance companies authorized in the State, with an A.M. Best rating of A-:VI or better and shall provide evidence of such insurance to the University of New Orleans. The policies or certificates thereof, shall provide that thirty days prior to cancellation notices of same shall be given to the University of New Orleans by registered mail, return receipt requested, for all of the following stated insurance policies. All notices shall name the contractor and identify the agreement or contract number.

- A. Worker's Compensation - Statutory - in compliance with the Compensation law of the State. Exception: Employers Liability is to be \$1,000,000 when work is to be over water and involves maritime exposure. (A.M. Best's rating requirement mentioned above is waived of workers compensation coverage only.)
  
- B. Commercial General Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage. This insurance shall show on the certificate of insurance which of the following coverages is not included in the policy, if any:
  - 1. Premises - Operations
  - 2. Broad Form Contractual Liability
  - 3. Products and Completed Operations
  - 4. Use of Contractors and Subcontractors
  - 5. Personal Injury
  - 6. Broad Form Property Damage
  
- C. Automobile Liability Insurance with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and property damage unless otherwise indicated in the contract specifications. This insurance shall include for bodily injury and property damage the following coverages:
  - 1. Owned automobiles
  - 2. Hired automobiles
  - 3. Non-owned automobiles

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the

execution of the contract, then automobile coverage is not required.

Location of operation shall be "All Locations".

- D. Other Party's Professional Liability. The other party shall provide such insurance. (Minimum limits of \$1,000,000). Required in the "Special Conditions" of the contract specification.
  
- E. If at any time any of the policies shall become unsatisfactory to the University of New Orleans as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the University of New Orleans, the other party shall obtain a new policy, submit the same to the University of New Orleans for approval and submit a certificate of insurance as required. Upon failure of the other party to furnish, deliver and maintain such insurance as above provided, this contract at the election of the University of New Orleans may be forthwith declared suspended, discontinued or terminated. Failure of the other party to take out and/or maintain any required insurance, shall not relieve the other party from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the other party concerning indemnification.

\*\*\*EXHIBIT A\*\*\*  
**INSURANCE AND INDEMNIFICATION**

- F. All policies and certificates of insurance of the other party shall reflect the following:
1. The other party's insurer will have no right of recovery or subrogation against the University of New Orleans, it being the intention of the parties that the insurance policies so affected shall protect both parties and the primary coverage for any and all losses covered by the described insurance.
  2. The University of New Orleans shall be named as an "additional insured" as regards negligence by the contractor. (ISO Form CG 20 10 11 85).
  3. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- G. The following Indemnification Agreement shall be, and is hereby, a provision of the contract:
- The other party agrees to protect, defend, indemnify, save and hold harmless the University of New Orleans, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the other party, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the other party as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of negligence of the University of New Orleans, its agents, representatives, and/or employees. The other party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.
- H. Any and all deductibles in the below described insurance policies shall be assumed by and be for the amount of, and at the sole risk of the other party.
- I. The insurance companies issuing the policy or policies shall have no recourse against the University of New Orleans for payment of any premiums or for assessments under any form of policy.
- J. All property losses shall be made payable to and adjusted with the University of New Orleans.
- K. Neither the acceptance of the completed work nor payment therefor shall release the contractor/subcontractor from his obligations from the insurance requirements or indemnification agreement.
- L. Additional insurance may be required on an individual basis for extra hazardous contracts and specific service agreements. If such additional insurance is required for a specific contract, that requirement will be described in the "Special Conditions" of the contract specifications.
- M. If any of the Property and Casualty insurance requirements (Exhibit A of B) are not complied with at their renewal dates, payments to the contractor/subcontractor may be withheld until those requirements have been met, or at the option of the University of New Orleans, the University of New Orleans may pay the Renewal Premium and withhold such payments from any monies due the contractor/subcontractor.

\*\*\*EXHIBIT A\*\*\*  
INSURANCE AND INDEMNIFICATION

**INSURANCE REQUIREMENTS FOR CONTRACTORS**

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

A. **MINIMUM SCOPE OF INSURANCE**

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001). **"Claims Made" form is unacceptable. The "occurrence form" shall not have a "sunset clause".**
2. Insurance Services Office form number CA 0001 (Ed. 1/78) covering Automobile Liability and endorsement CA 0025 or CA 0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Worker's Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. **MINIMUM LIMITS OF INSURANCE**

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident, for bodily injury and property damage.
3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. **DEDUCTIBLES AND SELF-INSURED RETENTIONS**

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

\*\*\*EXHIBIT A\*\*\*  
**INSURANCE AND INDEMNIFICATION**

D. 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 University of New Orleans, its officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insureds" as respects liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor, premises owned, occupied or used by the contractor. The coverage shall contain no

special limitations on the scope of protection afforded to the University of New Orleans, its officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an Insured" automatically provides liability coverage in favor of the State of Louisiana.

- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the University of New Orleans, its officers, officials, employees, Boards and Commissions or volunteers.

- 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 limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

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

3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the University of New Orleans.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a Best's rating of no less than A-:VI. This requirement will be waived for worker' compensation coverage only.

F. VERIFICATION OF COVERAGE

Contractor shall furnish the University of New Orleans with certificates of insurance affecting coverage required by this clause. 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 University of New Orleans before work commences. The University of New Orleans reserves the right to require complete, certified copies of all required insurance policies, at any time.



\*\*\*EXHIBIT A\*\*\*  
**INSURANCE AND INDEMNIFICATION**

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**INDEMNIFICATION AGREEMENT**

The \_\_\_\_\_ agrees to protect, defend, indemnify, save, and hold harmless the  
the {Contractor/Subcontractor/Lessee/Supplier}

State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expenses and liability arising out of

injury or death to any person or the damage, loss or destruction of any property which may occur or in any way

grow out of any act or omission of \_\_\_\_\_, its agents, servants, and  
{Contractor/Subcontractor/Lessee/Supplier}

employees, or any and all costs, expenses and/or attorney fees incurred by

\_\_\_\_\_ as a result of any claims, demands, and/or causes of action except  
{Contractor/Subcontractor/Lessee/Supplier}

those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

\_\_\_\_\_ agrees to investigate, handle, respond to, provide defense for and  
{Contractor/Subcontractor/Lessee/Supplier}

defend any such claims, demands, or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false or fraudulent.

Accepted by \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

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

Is Certificate of Insurance Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contract No. \_\_\_\_\_ for \_\_\_\_\_  
State Agency Number and Name

PURPOSE OF CONTRACT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID FORM

BID DATE: April 12, 2024

TO: The University of New Orleans  
Purchasing Office  
Administration Annex Building Room 1004G  
2000 Lakeshore Drive  
New Orleans, Louisiana 70148-0001

PROPOSAL FOR: **3rd PARTY MONITORING FIRE ALARM & LIFE SAFETY SYSTEMS**

Bid Number #BTB 2798

THE BIDDER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
License# \_\_\_\_\_

Acknowledges receipt of the following

ADDENDA: No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_  
No. \_\_\_\_\_ Dated: \_\_\_\_\_ No. \_\_\_\_\_ Dated: \_\_\_\_\_

THE BIDDER: hereby declares and represents that he; a) has carefully examined the Bidding Documents, b) has a clear understanding of the Bidding Documents, c) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, d) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services under this contract, all in accordance with the Bidding Documents as prepared by the University Purchasing Office and Facility Services.

REJECTION OF BIDS: The Bidder understands that the University reserves the right to reject any or all bids for just cause.

WITHDRAWAL OF BIDS: The Bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) calendar days after the scheduled closing time for receiving bids except in accordance with the provisions of R.S. 39:1594,F. This bid may be withdrawn at any time prior to the scheduled time for the opening of bids or any authorized postponement thereof.

BID Item "A": \$ \_\_\_\_\_ /year

\_\_\_\_\_  
(Bid in Words)

ADMINISTRATION COMPLEX  
(Administration & Admin Annex Buildings) \$ \_\_\_\_\_ /year  
HOMER H HITT ALUMINI BLDG \$ \_\_\_\_\_ /year  
BIOLOGY BUILDING \$ \_\_\_\_\_ /year

CHEMICAL SCIENCE BUILDING	\$ _____/year
COMMONS	\$ _____/year
COMPUTER CENTER	\$ _____/year
COVE	\$ _____/year
EDUCATION BUILDING	\$ _____/year
ENGINEERING BUILDING	\$ _____/year
FINE ARTS BUILDING	\$ _____/year
GEOLOGY AND PSYCHOLOGY BUILDING	\$ _____/year
HOTEL, RESTRAURANT & TOURISM	\$ _____/year
HUMAN PERFORMANCE CENTER	\$ _____/year
INTERNATIONAL CENTER	\$ _____/year
KIRSCHMAN HALL	\$ _____/year
LAKEFRONT ARENA BUILDING	\$ _____/year
LAFITTE VILLAGE (Married Student Housing)	\$ _____/year
LIBERAL ARTS	\$ _____/year
EARL K LONG LIBRARY	\$ _____/year
MAESTRI FIELD COMPLEX	\$ _____/year
MATH BUILDING	\$ _____/year
MILNEBURG HALL	\$ _____/year
NORTH CENTRAL PLANT	\$ _____/year
PERFORMING ARTS CENTER	\$ _____/year
PONTCHARTRAIN HALL NORTH	\$ _____/year
PONTCHARTRAIN HALL SOUTH	\$ _____/year
RECREATION AND FITNESS CENTER	\$ _____/year
SCIENCE BUILDING	\$ _____/year
TRAC BUILDING	\$ _____/year
UNIVERSITY CENTER	\$ _____/year
TOTAL	\$ _____/year

NAME OF BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(typed or printed)

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

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

\_\_\_\_\_

DATED: \_\_\_\_\_

TELEPHONE NO: ( ) \_\_\_\_\_

FAX NO: ( ) \_\_\_\_\_

**REFERENCE FORM**

**BIDDER TO COMPLETE (ensure for each reference listed all blanks are complete).**

\_\_\_\_\_  
(Company Name) \_\_\_\_\_ (Contract Administrator)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_  
(Facility)  
\*\*\*\*\*

\_\_\_\_\_  
(Company Name) \_\_\_\_\_ (Contract Administrator)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_  
(Facility)  
\*\*\*\*\*

\_\_\_\_\_  
(Company Name) \_\_\_\_\_ (Contract Administrator)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_  
(Facility)  
\*\*\*\*\*

\_\_\_\_\_  
(Company Name) \_\_\_\_\_ (Contract Administrator)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_  
(Facility)  
\*\*\*\*\*

\_\_\_\_\_  
(Company Name) \_\_\_\_\_ (Contract Administrator)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Phone Number)

\_\_\_\_\_  
(Facility)  
\*\*\*\*\*

**UNIVERSITY OF NEW ORLEANS**

PAYMENT REQUEST #

Page 1 of 2  
Date:

Project:

Contractor:  
Mailing Address:

SP#                      QTB#                      PO#

**CHANGE ORDER SUMMARY**

Change Order History Number	Date	ADDITIONS	DEDUCTIONS
<b>TOTALS</b>			

**Net Change by Change Orders**

I CERTIFY THAT THE GOODS OR SERVICES REFERENCED ON THIS INVOICE HAVE BEEN RENDERED AND PAYMENT OF THESE CHARGES IS ACCEPTABLE AS INDICATED BELOW.

UNIVERSITY OF NEW ORLEANS  
 DATE RECEIVED: \_\_\_\_\_  
 DEPARTMENT CHAIRMAN/  
 AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

APPROVED WITHOUT EXCEPTION

APPROVED WITH EXCEPTION(S) AS NOTED

UNIVERSITY OF NEW ORLEANS  
 PURCHASING  
 P.O. NO. \_\_\_\_\_ DATE \_\_\_\_\_ V# \_\_\_\_\_  
 ACCOUNT NO. \_\_\_\_\_ OBJECT \_\_\_\_\_  
 BPO \_\_\_\_\_ E.O. NO. \_\_\_\_\_ COMPLETE ( ) PARTIAL ( )  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

PAYMENT REQUEST #

Contractor:  
Mailing Address:

ORIGINAL CONTRACT SUM.....

Net change by Change Orders.....

CONTRACT SUM TO DATE.....

**TOTAL COMPLETED & STORED TO DATE.....**  
 (See Schedule of Values)

RETAINAGE 10%.....

TOTAL EARNED LESS RETAINAGE.....

LESS PREVIOUS PAYMENTS/APPLICATIONS.

**PAYMENT DUE THIS REQUEST.....**

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_ DATE: \_\_\_\_\_

FS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVALS

**UNIVERSITY OF NEW ORLEANS**

**SCHEDULE OF VALUES:**

Page 2 of 2  
Date:

Project:

Contractor:  
Mailing Address:

SP#		QTB#		PO#		G		H		I										
A	B	C	D	E	F	G		H		I										
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		Stored Materials	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE 10%											
			PREVIOUS APPLI	This Application Work In Place																
<b>TOTALS</b>																				



MANUFACTURER AUTHORIZED DEALER AND/OR SERVICE CENTER

As the manufacturer of

\_\_\_\_\_  
(Manufacturer, model and name of equipment)

we confirm that

\_\_\_\_\_  
(Dealer)

is a manufacturer authorized dealer and/or service center.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company name)

\_\_\_\_\_  
(Date)



**RELEASE & TRANSFER OF STARLINK SUBSCRIBER ACCOUNTS FORM**

**Dealer Releasing Accounts**

Top portion to be completed by company transferring account(s). Information below or attached must include device id number and the subscriber name for proper verification.

This is to notify Napco Security Systems that \_\_\_\_\_(Company name) \_\_\_\_\_(User Id number) located in \_\_\_\_\_, \_\_\_\_\_(City, St) releases the Starlink Cellular Service subscriber account(s) effective \_\_\_J\_\_\_ } \_\_\_\_\_ understanding that all accounts must be in current payment standing as a prerequisite to transfer.

Device#: \_\_\_\_\_ Sub: \_\_\_\_\_ -

Authorized by: \_\_\_\_\_

Device#: \_\_\_\_\_ Sub: \_\_\_\_\_ -

**Name/Signature Required**

Device#: \_\_\_\_\_ Sub: \_\_\_\_\_ -

\_\_\_\_\_

Title

**o All Dealer Devices**

**Dealer Assuming Accounts Responsibility**

Bottom portion to be completed by company receiving account responsibility.

This is to notify Napco Security Systems that \_\_\_\_\_(Company name) \_\_\_\_\_(User Id number) located in \_\_\_\_\_, \_\_\_\_\_(City, St) assumes payment and monitoring responsibility for the named accounts effective \_\_\_J\_\_\_ \_\_\_J\_\_\_ \_\_\_ understanding that account(s) must be in satisfactory payment standing prior to transfer .

If assuming company is not yet an authorized Napco Dealer, a dealer number can be obtained by registering as a dealer at [www.napcomnet.com](http://www.napcomnet.com).

Authorized by: \_\_\_\_\_

**Name /Signature Required**

\_\_\_\_\_

Title

*Please note: Napco Security Master Reseller Agreement Terms and Conditions Apply.*

***Email form to: [Starlinkaccts@napcosecurity.com](mailto:Starlinkaccts@napcosecurity.com)***

333 Bayview Avenue • Amityville, NY 11701 • 800-645-9445 option1, then option3 • Fax 631-842-9014

Email: [starlinkaccts@napcosecurity.com](mailto:starlinkaccts@napcosecurity.com)

**NAPCO SECURITY TECHNOLOGIES • ALARM LOCK • CONTINENTAL • MARKS USA**

**TECHNICAL SPECIFICATIONS**

UNIVERSITY of NEW ORLEANS

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## SECTION 01000

### GENERAL CONDITIONS

The general conditions of these Specifications, including amendments and additions thereto, apply to each and every heading included in these Specifications with the same force as though repeated in full under each heading respectively.

#### 1.01 SCOPE

This contract provides for the contractor to perform twenty-four (24) hour monitoring and reporting of the fire alarm life safety systems in various buildings on the Main and East Campuses

#### **DEFINITIONS:**

1. Fire Alarm – This is the highest priority in a fire alarm system indicating that a smoke detector, heat detector, manual pull station or water flow switch has been activated. The alarm system will be in full activation including audible, visual and emergency notifications. The monitoring company will receive the alarm and immediately notify Central Plant. If Central Plant cannot be reached at either the land or cellular number, UNO Department of Public Safety & Security (UNODPSS) will be contacted. UNODPSS will determine if the fire department is to be notified.

2. Supervisory Signal – This is the second highest priority in a fire alarm system indicating that one or more critical fire protection devices is indicating a problem with the input circuit. This could result from a number of causes such as a sprinkler valve supervisory (tamper) switch or a duct smoke detector activation. A local panel alarm will sound and the monitoring company will receive a Supervisory signal. The monitoring company will receive the alarm and immediately notify Central Plant. If Central Plant cannot be reached at either the land or cellular number, UNO Department of Public Safety & Security (UNODPSS) will be contacted. The panel will have to be reset once the cause of the supervisory activation is identified and cleared.

3. Trouble Signal – This is the lowest priority in a fire alarm system and indicates an electrical or device malfunction such as a wiring fault, phone line problem or device problem. A local panel alarm will sound and the monitoring company will receive a Trouble Signal. The monitoring company will receive the alarm and immediately notify Central Plant. If Central Plant cannot be reached at either the land or cellular number, UNO Department of Public Safety & Security (UNODPSS) will be contacted. The panel will automatically clear and return to a system normal condition once the cause of the trouble activation is identified and corrected.

#### **REQUIREMENTS:**

#### **SEQUENCE OF OPERATIONS:**

1. When any Fire Alarm or Water flow alarm activation occurs the following sequence of events shall take place:
  - A. First, the monitoring company shall call the Central Plant On Duty Operator. The monitoring company shall provide the name of the building and state that a fire alarm activation has occurred.
  - B. Second, the monitoring company shall call UNO Department of Public Safety & Security (UNODPSS). The monitoring company shall provide the name of the building and state that a fire alarm activation has occurred.
  - C. Third, Central Plant Personnel & UNODPSS will investigate the alarm and if warranted

UNODPSS will contact New Orleans Fire Department emergency response.

- D. Fourth, Central Plant On-Duty Operator and UNODPSS shall log the alarm event into their respective logs, providing information concerning location, result of investigation and whether NOFD responded.
    - i. The fire alarm service provider, upon receipt of the alarm signal, shall be contacted by Central Plant, the responding technician shall report to Central Plant and sign in.
    - ii. Upon completion of the work, the responding technician shall report to Central Plant, brief them on the status of the fire alarm system and sign out.
2. When any Supervisory Signal Activation occurs the following sequence of events shall take place:
    - A. First, the monitoring company shall call the Central Plant On-Duty Operator
    - B. The monitoring company shall provide the name of the building and state that a supervisory activation has occurred.
      - i. Central Pant will respond to the building and log the supervisory issue and silence the alarm panel
      - ii. Central Plant will contact the fire alarm service provider and report the supervisory status
      - iii. Upon arrival, the responding technician shall report to Central Plant and sign in.
        - a. Upon completion of work, the responding technician shall report to Central Plant, brief them on the status of the fire alarm system, and sign out.
  3. When any Trouble Signal Activation occurs the following sequence of events shall take place:
    - A. First, the monitoring company shall call Central Plant
      - i. The monitoring company shall provide the name of the building and state that a trouble activation has occurred.
        - a. Central Plant will respond to the building silence the panel, if necessary, log the trouble and contact the fire alarm service provider
          - i. Upon arrival, the responding technician shall report to Central Plant and sign in.
        - b. Upon completion of work, the responding technician shall report to Central Plant, brief them on the status of the fire alarm system, and sign out.

Bid Item "A": Yearly Costs for installation and setup of reporting devices to the 31 fire alarm panels at the University.

Contract Time: Will be for one (1) calendar year with the option to renew for Four (4) consecutive twelve (12)-month periods if mutually agreeable.

Provide the labor, equipment and supervision necessary and reasonably incidental to this task, all in accordance with these Specifications.

*If materials inclusive of fuel surcharges and truck fees other than those specifically listed in the ITB are required to complete any work requested by the University, the contractor shall prepare a list of these materials along with pricing for approval by the University representative. If these materials are incidentals (total value less than \$50), or are items which will not be required on a*

repetitive basis and their total cost is less than the competitive thresholds specified in the most current Executive Order JBE 2020-21 section 4A for Small Purchase Procedures, the University may choose to purchase the items from the contractor at the quoted prices. Currently no competitive process required for purchases not exceeding ten thousand dollars (\$10,000.00) per single transaction.

If the items not specifically listed in the ITB exceed the Executive Order's competitive threshold, the required competition must be secured by the University.

The University reserves the right to add items to the contract, which may be required on a repetitive basis.

**Bid Evaluation:** Determination of the Low Bidder shall be on the basis of bid amount and all required documents shall be enclosed at the time of the bid opening.

**Starlink Transference:** It is the responsibility of the Low Bidder to coordinate the transference of the NAPCO ComNet devices with the current Company.

**NAPCO Policy regarding the transfer:**

When devices supported by the NAPCO ComNet system, including StarLink radios, iRemote and zRemote remote control devices and iSeeVideo cameras are activated by a Dealer/company, administrative control of these devices shall remain in their control.

In cases where a request is made to transfer control of these devices to another Dealer/Company, NAPCO will transfer the administrative control ONLY if the device currently is in an active status and the attached form is presented which must be signed and dated by the principal of the both parties. The request also must contain the specific MAC address or Radio ID number associated with each device to be transferred, with the name of the subscriber associated with each device.

NAPCO Authorized Dealer for and Starlink Transfer Release forms are included in the Project Manual.

**1.02 MANDATORY SITE INVESTIGATION**

It is requested that prospective bidders visit the site to make measurements, review existing conditions, and if required, review the Building Plans on file in the Facility Services Office if the prospect warrants same. A thorough understanding of the project per these Technical Specifications and/or accompanying drawings is imperative. Opportunity for the site visit and inspection is provided under Article 7 of the "INFORMATION FOR BIDDERS.

**1.03 BUILDING SCHEDULE / MONITORING ADDRESSES**

<b>Building</b>	<b>Abbrv.</b>	<b>Monitoring Address</b>
Administration Annex	AA	0A9350
Administration Building	ADMIN	0A9350
Alumni Center	ALUMNI	0A9349
Bicentennial Education Center	BEC	114348
Biology Building	BIO	221829

Chemical Sciences Building	CHEM SCI	0A9351
The Commons Building	COMMONS	221491
Computer Center Campus PD	CC	NA5974
The Cove	COVE	0A9363
Earl K Long Library	LIBRARY	NA5971
Fine Arts Building	FA	0A9352
Geology& Psychology Building	G & P	0A9353
Hotel, Restaurant, & Tourism	HRT	0A9354
Human Performance Center	HPC	0A9355
International Center	IC	NA5965
Kirschman Hall	KH	NA5972
Lakefront Arena	LFA	0A9357
Lafitte Village	LV	0A9356
Liberal Arts Building	LA	0A9358
Maestri Field	Maes	0A9359
Mathematics Building	MATH	0E3912
Milneburg Hall	MH	0A9360
North Central Plant	NCP	0A9361
Performing Arts Center	PAC	221493
Pontchartrain Hall North	PHN	0P2319
Pontchartrain Hall South	PHS	NA5966
Recreation & Fitness Center	RFC	NA5975
Science Building	SCI	0A9362
TRAC Building	TRAC	221494
University Center	UC	0A9364

END





# THE UNIVERSITY of NEW ORLEANS

See Legend to reference buildings included in the Yearly Service Contract

Lake Pontchartrain



- |  |  |
|--|--|
| 1. Administration Bldg.                              | 18. International Center                               |
| 1A. Administration Annex                             | 19. Kirschman Hall                                     |
| <del>2. Amphitheater</del>                           | 20. Lafitte Village                                    |
| 3. Bicentennial Education Ctr.                       | 21. Liberal Arts Bldg.                                 |
| 4. The Commons                                       | 22. Mathematics Bldg.                                  |
| 5. Biology Bldg.                                     | 23. Milneburg Hall                                     |
| <del>6. Bus Stop</del>                               | <del>24. Newman Ctr.</del>                             |
| <del>7. Central Utilities Plant</del>                | 25. North Central Plant                                |
| 8. Chemistry-Sciences Annex                          | 26. Oliver St. Pé Ctr (TRAC)                           |
| 10. Computer Center                                  | 27. Performing Arts Ctr.                               |
| 11. Earl K. Long Library & Privateer Enrollment Ctr. | 28A. Pontchartrain Hall North                          |
| 12. Engineering Bldg.                                | 28B. Pontchartrain Hall South                          |
| <del>13. Facility Services</del>                     | <del>29. Privateer Place</del>                         |
| 14. Fine Arts Bldg.                                  | 30. Recreation & Fitness Ctr.                          |
| 15. Geology & Psychology Bldg.                       | 31. School of Hotel, Restaurant & Tourism Admin. Bldg. |
| 16. Homer L. Hitt Alumni Ctr.                        | 32. Science Bldg.                                      |
| 17. Human Performance Ctr./The Athletic Center       | 33. The Cove   |
|  | 34. University Ctr.                                    |
| A. UNO Lakefront Arena                               | <del>The Beach at UNO</del>                            |
| <del>B. Utilities</del>                              | 35. Advanced Technology Center                         |
| C. Maestri Field                                     | 36. Center for Energy Research Management              |
| <del>D. Tennis Center</del>                          | 37. Lindy C. Boggs Conf. Center                        |
| <del>E. The NET Charter High School</del>            | 38. Navy Info Tech Center                              |
| <del>F. Beach Volleyball Facility</del>              |  |

THE BEACH AT UNO

