



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

March 3, 2017

Mr. Roy Juncker, Director
Department of Juvenile Services

Re: Bid No. 50-00118805 for Three (3) year contract for labor, materials and equipment necessary to provide Janitorial Services for dedicated facilities under the Department of Juvenile Services.

The above referenced bid opened on March 2, 2017. The deadline for award is April 17, 2017, which is the 45th day from bid opening. Please find attached copies of bids submitted and the bid tabulation for your review and recommendation. Once you have made a recommendation for award, please forward a copy of the blank resolution routed for placement on the Council agenda to sduffy@jeffparish.net or you may fax it 504-364-2693.

Pursuant to LA R.S. 38:2215 and more specifically, Jefferson Parish regulations:

All bids must be awarded or rejected within 45 calendar days from the date of bid opening. Therefore, if award (or rejection) will be made outside of the 45th day, then both low bidder and Jefferson Parish may mutually consent in writing to extend the deadline for award.

You must forward a copy of this written extension to Purchasing to the email address or fax number provided above. A sample of the extension letter has been posted on the Parish Intranet – Purchasing– Purchasing Bid Forms or you may also access it in the Purchasing Public Folder in Outlook.

Council approval is required; once the Council awards the bid by adopting the resolution,

- a) You will be responsible to route for a contract placing all necessary paperwork (e.g. bid documents submitted by awarded vendor(s), bid tabulation, blank resolution, contract, affidavits and if any: insurance, bonds in Hummingbird.



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Page 2

Please be advised that the successful bidder(s) should submit the below upon contract execution. Please ensure that this documentation along with other required documentation are routed for contract execution.

- Current W-9 Form
- Performance Bond
- Payment Bond
- Final Insurance Certificate with all required coverages

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II

Cc: Kristen Clark, Contracts/Grants Manager

RESPONDING VENDORS LIST FOR **BID #50-00118805**
FOR A THREE (3) YEAR CONTRACT FOR LABOR,
MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE
JANITORIAL SERVICES FOR DEDICATED FACILITIES
UNDER THE DEPARTMENT OF JUVENILE SERVICES

TIDY BUILDING SERVICES, LLC
ATTN: CHARLES CHO
609 W. WILLIAM DAVIE PKWY., STE. 202
METAIRIE, LA 70005

THOMAS COMMERCIAL CLEANING SERVICES LLC
ATTN: LARRY THOMAS
121 DEXTER DRIVE
AVONDALE, LA 70094

3H SERVICE SYSTEM, INC.
ATTN: JOHN HEO
PO BOX 2613
ACWORTH, GA 30102

BID: 50-00118805 THREE YR JANITORIAL CONTRACT, JUVENILE

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
=====								
0001 Three (3) year Janitorial Contract	36.0000	MO	1/25/2017	CLACOMBE				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
EMPLOYMENT DEVELOPMENT SERVICE	** NON-RESPONDING VENDOR **							
GOODWILL INDUSTRIES OF	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JANI-KING OF NEW ORLEANS	** NON-RESPONDING VENDOR **							
TIDY BLDG SERVICE			5,923.0480	213,229.7280	NO			
EMPIRE JANITORIAL SALES & SER	** NON-RESPONDING VENDOR **							
OJS SYSTEMS INC	** NON-RESPONDING VENDOR **							
KSM JANITORIAL & CLEANING SERV	** NON-RESPONDING VENDOR **							
3 H SERVICE SYSTEM INC	BID REJECTED	NO PROOF OF INSURANCE	5,686.0000	204,696.0000	NO	BidReject		
THOMAS COMMERCIAL CLEANING	BID REJECTED	INCOMPLETE INSURANCE	6,638.8300	238,997.8800	NO	BidReject		
INSURANCE PROOF WAS NOT COMPLETE								
HIGH BID . . :	6,638.8300	LOW BID . . :	5,686.0000	AVERAGE BID:	6,082.6260			
0002 Day Porter Daily Rate	1.0000	HR	1/25/2017	CLACOMBE				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
EMPLOYMENT DEVELOPMENT SERVICE	** NON-RESPONDING VENDOR **							
GOODWILL INDUSTRIES OF	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JANI-KING OF NEW ORLEANS	** NON-RESPONDING VENDOR **							
TIDY BLDG SERVICE			18.0000	18.0000	NO			
EMPIRE JANITORIAL SALES & SER	** NON-RESPONDING VENDOR **							
OJS SYSTEMS INC	** NON-RESPONDING VENDOR **							
KSM JANITORIAL & CLEANING SERV	** NON-RESPONDING VENDOR **							
3 H SERVICE SYSTEM INC			18.9500	18.9500	NO	BidReject		
THOMAS COMMERCIAL CLEANING			12.0000	12.0000	NO	BidReject		
HIGH BID . . :	18.9500	LOW BID . . :	12.0000	AVERAGE BID:	16.3167			
0003 Carpet Cleaning	1.0000	SQFT	1/25/2017	CLACOMBE				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
EMPLOYMENT DEVELOPMENT SERVICE	** NON-RESPONDING VENDOR **							
GOODWILL INDUSTRIES OF	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JANI-KING OF NEW ORLEANS	** NON-RESPONDING VENDOR **							
TIDY BLDG SERVICE			.1800	.1800	NO			
EMPIRE JANITORIAL SALES & SER	** NON-RESPONDING VENDOR **							
OJS SYSTEMS INC	** NON-RESPONDING VENDOR **							
KSM JANITORIAL & CLEANING SERV	** NON-RESPONDING VENDOR **							
3 H SERVICE SYSTEM INC			.1600	.1600	NO	BidReject		
THOMAS COMMERCIAL CLEANING			.1700	.1700	NO	BidReject		
HIGH BID . . :	.1800	LOW BID . . :	.1600	AVERAGE BID:	.1700			
0004 Tile and Hard Surface Floor	1.0000	SQFT	1/25/2017	CLACOMBE				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
EMPLOYMENT DEVELOPMENT SERVICE	** NON-RESPONDING VENDOR **							
GOODWILL INDUSTRIES OF	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							

Jefferson Parish FMS
DATE 3/03/17
TIME 13:46:35

FINANCIAL MANAGEMENT
BID ANALYSIS LISTING

PAGE 2
BQ0190
SDUFFY

BID: 50-00118805 THREE YR JANITORIAL CONTRACT, JUVENILE

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR
=====				
JANI-KING OF NEW ORLEANS	** NON-RESPONDING VENDOR **			
TIDY BLDG SERVICE			.2800	.2800 NO
EMPIRE JANITORIAL SALES & SER	** NON-RESPONDING VENDOR **			
OJS SYSTEMS INC	** NON-RESPONDING VENDOR **			
KSM JANITORIAL & CLEANING SERV	** NON-RESPONDING VENDOR **			
3 H SERVICE SYSTEM INC	BID REJECTED	NO PROOF OF INSURANCE	.3500	.3500 NO BidReject
THOMAS COMMERCIAL CLEANING	BID REJECTED	INCOMPLETE INSURANCE	.2977	.2977 NO BidReject
HIGH BID . :	.3500	LOW BID . :	.2800	AVERAGE BID: .3092

VENDOR TOTALS FOR BID:

VENDOR	BID AMOUNT	
TIDY BLDG SERVICE	213,248.1880	
3 H SERVICE SYSTEM INC	204,715.4600	BidReject
THOMAS COMMERCIAL CLEANING	239,010.3477	BidReject

TOTAL ITEMS ON BID : 4

Tom Schedler
Secretary of State

**State of
Louisiana
Secretary of
State**



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
TIDY BUILDING SERVICES, L.L.C.	Limited Liability Company	METAIRIE	Active

Previous Names

TIDY BUILDING SERVICES, INC. (Changed: 12/28/2012)

Business: TIDY BUILDING SERVICES, L.L.C.

Charter Number: 33346320K

Registration Date: 3/2/1981

Domicile Address

609 W. WILLIAM DAVID PKWY., STE. 202
METAIRIE, LA 70005

Mailing Address

609 W. WILLIAM DAVID PKWY.
STE. 202
METAIRIE, LA 70005

Status

Status: **Active**

Annual Report Status: **In Good Standing**

File Date: 3/2/1981

Last Report Filed: 2/27/2017

Type: Limited Liability Company

Registered Agent(s)

Agent:	CHARLES KYU CHO
Address 1:	609 W. WILLIAM DAVID PKWY., STE. 202
City, State, Zip:	METAIRIE, LA 70005
Appointment Date:	3/13/1987

Officer(s)

Additional Officers: No

Officer:	CHARLES KYU CHO
Title:	Member
Address 1:	609 W. WILLIAM DAVID PKWY., STE. 202
City, State, Zip:	METAIRIE, LA 70005

Amendments on File (2)

Description	Date
Conversion	12/28/2012
Name Change	12/28/2012

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SAM Search Results
List of records matching your search for :

Search Term : tidy* building* services*
Record Status: Active

No Search Results

Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

Log In

[Create an Account](#)

Search Results

Current Search Terms: tidy* building* services*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

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- [Exclusion](#)
- [Search](#)
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84-487
1111

CASHIER'S CHECK

9101903850

DATE 01/19/2017

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

TEN THOUSAND SIX HUNDRED SIXTY TWO DOLLARS AND 41 CENTS

PAY TO THE
ORDER OF

**** JEFFERSON PARISH ****

\$ 10,662.41

Drawer: Capital One, N.A.

RE: JP Juvenile Proposal
TIDY BUILDING SERVICES Bid #50-0018805

[Signature] #5155
AUTHORIZED SIGNATURE

Read the reverse side for important information on the reissuance of lost, destroyed, or stolen cashier's check.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈9101903850⑈ ⑆111104879⑆ 76 2000001 6⑈



CASHIER'S CHECK

9101903850

DATE 01/19/2017

FEE

\$0.00

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

TEN THOUSAND SIX HUNDRED SIXTY TWO DOLLARS AND 41 CENTS

PAY TO THE
ORDER OF

**** JEFFERSON PARISH ****

\$ 10,662.41

RE: TIDY BUILDING SERVICES

CUSTOMER COPY

NON-NEGOTIABLE

0° *

213,248.19 x

5° %

10,662.4095 +

10,662.4095 *

0° *

DATE: 1/31/2017
BID NO.: 50-00118805

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

BUYER: SDUFFY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 3/02/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

3,5,6,8,10,11,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO X _____MAXIMUM ESCALATION PERCENTAGE REQUESTED n/a %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Three years from now.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

n/a

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)

59546**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Tidy Building Services ,LLCADDRESS: 609 West Willaim David Parkway ste.202CITY, STATE: Metairie, LAZIP: 70005TELEPHONE: (504) 838-9843FAX: (504) 833-6585EMAIL ADDRESS: ccho@tidyusa.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 213,248.19AUTHORIZED
SIGNATURE: _____Charles Cho

Printed Name

TITLE: President

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118805

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>PROVIDE LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR DEDICATED FACILITIES UNDER THE DEPARTMENT OF JUVENILE SERVICES</p> <p>0001 Three (3) year Janitorial Contract to cover the furnishing of labor,</p> <p>materials and equipment necessary to provide a thirty-six (36) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.</p> <p>For additional information contact: Ron Ellison at 364-3750 ext. 289 Monday - Friday from 8:00 a.m.-4:00 p.m.</p>	\$5,923.048	\$213,229.73
2	1.00	HR	<p>0002 Day Porter Daily Rate Provide an hourly rate for a day time</p> <p>janitorial employee to perform regular janitorial services that are listed under the attached day time janitorial employee job description. Contractor will also be required to provide equipment for the employee to use to perform these services. Employee may be used on an hourly basis for intermittent work at various locations.</p> <p>Please note that daily rate/price per square foot must be included in the totals column on the bid.</p>	\$18.00	\$18.00
3	1.00	SQFT	<p>0003 Carpet Cleaning Provide a square footage cost for</p> <p>carpet cleaning, as needed, which includes everything to do a total wet extraction at any of the buildings to be covered in this contract.</p> <p>Please note that the Bonnet Cleaning System is not an acceptable for of carpet cleaning. Please note that the daily rate/price per square foot must be included in the totals column on the bid.</p>	\$0.18	\$0.18
4	1.00	SQFT	<p>0004 Tile and Hard Surface Floor Provide a square footage cost for tile and hard surface floor refinishing as needed, which includes everything for stripping, cleaning, waxing and buffing at any of the buildings to be covered in this contract.</p>	\$0.28	\$0.28

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118805

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>Please note that the daily rate/price per square foot must be included in the totals column on the bid.</p>		

Request for Information

(To be given to Jefferson Parish after bid is awarded)

Fax _____ Email _____

[illegible]

Request for Information

(To be given to Jefferson Parish after bid is awarded)

Fax _____ Email _____

[illegible]

CONTRACTOR'S REFERENCE LIST

Building Name - Place St. Charles	Square Footage - 1,004,484
Address - 201 St. Charles Avenue	
City and State - New Orleans, LA	ZIP - 70170
Contact Person - Charlene Hitzman	Title - Property Manager
Telephone - 504-524-4444	Email - charleneh@201sca.com
Building Name - New Orleans Exchange Centre	Square Footage - 355,274
Address - 935 Gravier Street	
City and State - New Orleans, LA	ZIP - 70112
Contact Person - Ben Oertling	Title - Property Manager
Telephone - 504-293-4600	Email - boertling@kingfishdevelopment.com
Building Name - 3501 N. Causeway Blvd	Square Footage - 112,741
Address - 3501 N. Causeway Boulevard	
City and State - Metairie, LA	ZIP - 70002
Contact Person - Mike Hilferty	Title - Property Manager
Telephone - 504-831-2363	Email - mhillferty@srsa-realestate.com
Building Name - Windsor Court Hotel	Square Footage - 324 Rooms
Address - 300 Gravier Street	
City and State - New Orleans, LA	ZIP - 70130
Contact Person - Ralph Mahana	Title - Assistant General Manager
Telephone - 504-523-6000	Email - rmahana@windsorcourthotel.com
Building Name - Port of New Orleans	Square Footage - 40,000
Address - 1350 Port of New Orleans Place	
City and State - New Orleans, LA	ZIP - 70130
Contact Person - Ryan Bylsma	Title - Deputy Director Port Development
Telephone - 504-528-3500	Email - bylsmar@portno.com
Building Name - Hotel Monteleone	Square Footage - 337,127
Address - 214 Royal Street	
City and State - New Orleans, LA	ZIP - 70130
Contact Person - Steve Caputo	Title - Assistant General Manager
Telephone - 504-523-3341	Email - scaputo@hotelmonteleone.com
Building Name - K & B Plaza	Square Footage - 70,000
Address - 1055 St. Charles Avenue	
City and State - New Orleans, LA	ZIP - 70130
Contact Person - Valerie Besthoff	Title - Vice President of PMG Leasing
Telephone - 504-586-1166	Email - vbethoff@pmgleasing.com

JANITORIAL SERVICES PERFORMANCE RATING

Building _____

Date _____ Month _____ Year _____

Lobby/Entrance	30	RESTROOMS	70
Elevator/Elevator Doors		Soap Dispensers	
Door/Glass		Trash Containers	
Tile/Carpet		Hand Towel Dispenser	
Chairs		Toilet Paper	
Corners Edges		Walls	
Furnishings		Stalls	
OFFICES	70	Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Counter Area	
High Dusting		Bright Work	
Desk/Chairs		Mirrors	
Walls/Vertical Surfaces		Floors	
Light Switches		Corner/Edges	
Blinds		QUESTIONS	30
Partition Glass		Has vendor corrected past problems?	
Stairs		Have vendor/client communicated weekly?	
Trash Containers		Are supply closets in order?	
Tile		Does vendor have adequate cleaning supplies?	
Carpet		Are MSDS kept with janitorial supplies?	
Water Fountains		Do employees have and display id badges?	
Door Knobs		Did vendor notify Juvenile Services of any employee replacement?	

Total Possible Score	
Deductions	
Total Actual Score	
Percentage Rating	

Monthly Contract Price: _____

Invoice Total to be Paid: _____

Company Representative: _____

JP Representative: _____

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

CAMPAIGN CONTRIBUTION DISCLOSURE

Cynthia Lee-Sheng
Councilwoman, District 5
Jefferson Parish

04/29/2015

\$1,000.00

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: _____
Charles Cho, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Tidy Building Services, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00118805, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required
attachment):**

Choice A X Attached hereto is a list of all campaign contributions, including
the date and amount of each contribution, made to current or
former elected officials of the Parish of Jefferson by Entity,
Affiant, and/or officers, directors and owners, including
employees, owning 25% or more of the Entity during the two-year
period immediately preceding the date of this affidavit or the
current term of the elected official, whichever is greater. Further,
Entity, Affiant, and/or Entity Owners have not made any
contributions to or in support of current or former members of the
Jefferson Parish Council or the Jefferson Parish President through
or in the name of another person or legal entity, either directly or
indirectly.

Choice B there are **NO** campaign contributions made which would require
disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

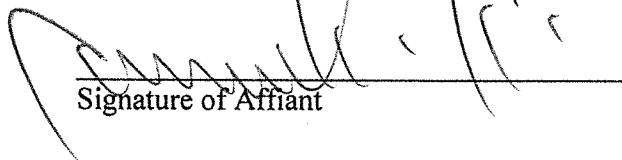
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

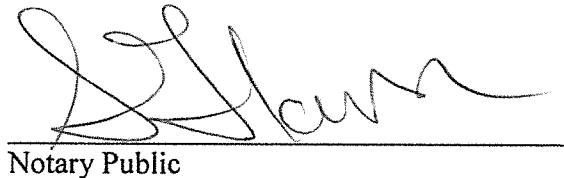
[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

Charles Cho
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 2nd DAY OF March, 2017.


Notary Public

Steven A Glaviano
Printed Name of Notary

12874
Notary/Bar Roll Number

My commission expires at death

STEVEN A. GLAVIANO
NOTARY PUBLIC
PARISH OF ORLEANS
STATE OF LOUISIANA
MY COMMISSION IS FOR LIFE

[Print](#)

Notary Search - Detail

Name: MR. STEVEN A. GLAVIANO
Address: 609 W. WILLIAM DAVID PKWY., SUITE 102
METAIRIE, LA 70005
Phone: (504) 835-8887
Notary ID Number: 12874
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: Unknown
Status: Active
Commission Date: 10/19/1982
Oath Date: 10/13/1982
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

[Back to Search Results](#)[New Search](#)

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eagan Insurance Agency, LLC 2629 N. Causeway Blvd. P. O. Box 8590 Metairie LA 70002		CONTACT NAME: Lisa Neathamer PHONE (A/C, No, Ext): (504) 836-9600 FAX (A/C, No): (504) 836-9621 E-MAIL: neathamerl@eaganins.com ADDRESS: neathamerl@eaganins.com	
INSURED Tidy Building Services, LLC 609 W. William David Parkway Suite 202 Metairie LA 70005		INSURER(S) AFFORDING COVERAGE INSURER A: Penn-America Ins Co INSURER B: Torus Specialty Insurance Company INSURER C: LUBA INSURER D: CNA Surety INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 16/17 Master cert REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		MP0017003001438	9/19/2016	9/19/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		MP0017003001438	9/19/2016	9/19/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		R/005370E150ALI	9/19/2016	9/19/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	028000019145116	3/31/2016	3/31/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Janitorial Bond		68742222	6/18/2016	6/18/2017	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER SAMPLE CERTIFICATE FOR BID PURPOSES	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Ron Paulin/LISAN

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CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000118805 PROVIDE A THREE (3) YEAR JANITORIAL CONTRACT FOR
JUVENILE SERVICES**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

27-Feb-2017 11:44:00 AM



Bid Number 50 - 00118805

PROVIDE LABOR, MATERIALS AND EQUIPMENT NECESSARY TO
PROVIDE A THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR
DEDICATED FACILITIES UNDER THE DEPARTMENT OF JUVENILE
SERVICES

Due: March 2, 2017 at 2:00 pm

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Ms. Sidney Duffy, Buyer II
Buyer Email: sduffy@jeffparish.net
Buyer Phone: 504.364.2682**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at www.jeffparishbids.net. For more information, please contact the Purchasing Department or visit jeffparish.net.
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

50-00118805 Department of Juvenile Services Janitorial Specifications

Section 1.0 – Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a thirty-six (36) month contract for Janitorial Services for Dedicated Facilities under the Jurisdiction of the Department of Juvenile Services.

The contract will be for a period of Thirty-Six (36) months beginning on May 1, 2017 and ending on April 30, 2020.

Section 2.0- Bond Requirement:

A bid bond in the amount of 5% of the **total bid amount** is required to be submitted with the bid. **The total bid amount is comprised of all four (4) line items.**

Section 3.0 – Quantities/Inspection:

Vendors may contact Ron Ellison, Department of Juvenile Services, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday, at (504) 364-3750 ext. 289, if they wish to schedule an inspection of the facilities. **The inspection is not mandatory**, however, there will be no allowance for lack of knowledge of any existing conditions.

Estimated square footages to be serviced are listed below:

1. Jefferson Parish Juvenile Court
1546 Gretna Blvd.
Harvey, LA 70058
Approximately 30,898 square feet
Approximately 115 employees
Offices*: 30
Court Rooms: 4
File Rooms: 2
Publics Restrooms: 2
Employee Restrooms: 7
Lounge/kitchen: 1
2. Jefferson Parish Juvenile Justice Administration Complex
1546-B Gretna Blvd.
Harvey, LA 70058
Approximately 36,800 square feet
Approximately 157 employees
Offices*: 53
Restrooms (all with potential public access): 8
Lounge/kitchen: 2
Including Jefferson Parish Sheriff's Office Intake Center with the following:
Offices*: 6 (non-accessible)

50-00118805 Department of Juvenile Services Janitorial Specifications

Publics Restrooms: 2
Employee Restrooms: 2

Jefferson Parish reserves the right to add or delete square footage for each listed building to be cleaned at any time due to vacancies, additions, remodeling, etc.

Floor plans will be provided to the successful bidder upon request.

*Offices may refuse cleaning services by closing and/or locking their door, and placing their wastebasket outside of the office.

Section 4.0 – Bid Specifications:

The successful contractor shall cover the furnishing of labor, materials, and equipment necessary to provide a thirty-six month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

The contract will be for a period of thirty-six (36) months, beginning on May 1, 2017 and ending on April 30, 2020.

Section 4.2 – Experience/References:

The contractor must have experience in the commercial, janitorial business with buildings of similar size and scope.

Utilizing the attached form, “**CONTRACTOR’S REFERENCE LIST**”, all bidders will include a list of five (5) references with its bid. **Failure to include this form with bid submittal, will result in rejection of the vendor’s bid.**

Section 4.3 – Personnel:

The successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience, including proper operation of a trash compactor. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. The successful bidder shall pay all applicable social security, unemployment, worker’s compensation, and other employment taxes. Sub-contractors of the successful bidder will be allowed for up to fifty percent 50% of the total contract work/amount.

Utilizing the attached form, “**INITIAL JANITORIAL EMPLOYEE VERIFICATION**”, the successful bidder shall provide documentation on all their personnel who will be working in the facilities, indicating the employee has been successfully trained in this type of janitorial work and the use of specialized equipment (i.e., trash compactor). **This documentation shall be provided after the successful bidder is notified of his/her low bid acceptance and before finalizing a formal**

50-00118805 Department of Juvenile Services Janitorial Specifications

contract. Failure to provide this documentation will result in the contract to not be awarded and rejection of the vendor's low bid.

The contractor will be required to furnish Jefferson Parish with background/criminal record checks and I-9 Forms for each employee before they start work at any location.

The contractor's employees shall, at all times, be courteous and neat in appearance while employed at these facilities.

Identification badges provided by Jefferson Parish shall be worn and visible at all times while the successful bidder's employees are working in Jefferson Parish facilities. The successful bidder shall pay \$20.00 for the replacement of any lost identification badges.

The contractor shall have a responsible supervisor at each location while employees are working. For safety reasons, at no time under this contract shall the contractor have only one (1) employee working at any location. All supervisors must be able to proficiently read, write, speak and understand the English language.

The contractor's employees will NOT be allowed to have visitors or to bring children to the job site. The contractor's employees shall conduct themselves in a workman like manner at all times. The contractor shall remove any employee not conducting him/herself properly.

If an employee is being replaced for any reason, the supervisor must notify the Department of Juvenile Services no later than 3:00 p.m. that day indicating which employee will be out and who the employee will be replaced with. Failure to comply with this directive will cause for a fifty (50%) percent point deduction in that months inspection report.

The successful bidder will submit the attached, "**MONTHLY JANITORIAL EMPLOYEE UPDATE**", to Juvenile Services by the 15th of each month during this contract. Failure to comply with this directive will cause for a fifty (50%) percent point deduction in that month's inspection report.

Section 4.4 – Hours of Work:

The performance of all work under this contract shall not begin before 4:30 p.m. each day and shall end by 10:30 p.m. each night (excluding the Day Time Janitorial Employee), unless otherwise specified within these specifications or at a later time.

All cleaning work must be done Monday through Friday; some special work may be done after normal hours or on the weekend with approval from the Department of Juvenile Services.

50-00118805 Department of Juvenile Services Janitorial Specifications

The contractor must ensure that all employed personnel cooperate with all employees and visitors of these facilities.

Section 4.5 – Cleaning Supplies/Equipment:

The successful bidder will be required to supply all equipment necessary to perform cleaning, including paper products, and other items necessary to clean and stock the bathrooms and kitchens, including, but not limited to:

- Toilet paper
- Paper towels
- Paper hand towels
- Trash liners
- Soap
- Hand Sanitizer
- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid
- Vacuums
- Telescoping pole

Equipment used daily will be stored in the designated janitorial closet/storage areas at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. All equipment must be labeled and identified with the successful bidder's name at all times.

Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.

The MSDS sheets shall also be included with ALL cleaning products and shall be located in all storage areas in addition to providing a copy to Juvenile Services.

Section 4.6 – Performance:

The successful contractor shall be expected to perform according to all of the specifications included with this bid. There will be a thirty (30) day grace period before performance inspections begin. After this time, the Parish will conduct daily, weekly, or monthly inspection in order to determine the degree of performance.

A REPORT WILL BE MADE OF THESE INSPECTIONS AND GIVEN TO THE PROPERTY MANAGER OR ASSISTANT PROPERTY MANAGER IN CHARGE OF THAT BUILDING. AT THE END OF THE MONTH, THE PROPERTY MANAGER OR

50-00118805 Department of Juvenile Services Janitorial Specifications

ASSISTANT PROPERTY MANAGER AND A REPRESENTATIVE OF THE JANITORIAL COMPANY WILL INSPECT THE SITES TOGETHER TO DO A PERFORMANCE EVALUATION USING THE FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED "JANITORAL SERVICES PERFORMANCE RATING".

Therefore, Jefferson Parish reserves the right to reduce the monthly payment for these services by the percentage ranking of the inspection report and level of performance. For example, if Jefferson Parish inspected the facilities and ranked them at 78%, Jefferson Parish would then remit to the successful bidder, 78% of their bill for these services. However, if the successful bidder gets a rating of 90% or above the successful bidder will be paid 100% of their monthly fee. Also, if the deficiencies in services performed are deemed an emergency, Jefferson Parish reserves the right to hire its own staff to accomplish the work not being properly performed BY THE SUCCESSFUL BIDDER and charge the successful bidder a rate of \$30.00 per hour to accomplish the deficiencies in their cleaning services. This total will be deducted from the monthly bill. The "**JANITORAL SERVICES PERFORMANCE RATING FORM**" will be used for this rating system. *Deductions for failure to provide services as identified in these specifications will also be listed.*

Section 5.0 – Billing:

The contractor shall submit an individual invoice for each location serviced under this contract on the first of each month. The invoices shall be submitted to the Jefferson Parish Department of Juvenile Services. The address and all other pertinent information for billing will be furnished to the vendor before work begins.

All additional work shall be submitted on a separate invoice for each location serviced on the first of each month. The date of the work, the location of the work, description of work performed, who authorized the work, and the purchase order number shall be indicated on the invoices. Payment terms on all invoices shall be net 30.

Section 6.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 7.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the entire contract or any individual site/building at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

50-00118805 Department of Juvenile Services Janitorial Specifications

Section 8.0 – Services:

Juvenile Court

The Juvenile Court is located at 1546 Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 30,898 – with approximately 115 employees.

The following areas will be excluded from this contract:

- Equipment Room – 1st Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish, and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00, which will be deducted for that month's invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30pm the following day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.

50-00118805 Department of Juvenile Services Janitorial Specifications

6. All **entrance** glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.
 - g. All walls and partitions shall be cleaned to remove spots and splashes.
 - h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
 - i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant.

Weekly Services:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

50-00118805 Department of Juvenile Services Janitorial Specifications

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhausts) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services:

1. General emergency/as needed cleaning for entire 30,898 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.
4. See "As-Needed Services – All Buildings under Contract".

Juvenile Justice Administration Complex

The Juvenile Justice Administration complex is located at 1546-B Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 36,800 – with approximately 157 employees.

The following areas will be excluded from this contract:

- Mechanical Rooms – 1st Floor and 2nd Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.

50-00118805 Department of Juvenile Services Janitorial Specifications

4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that month's invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All **entrance** glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.
9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.

50-00118805 Department of Juvenile Services Janitorial Specifications

- d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- e. Toilet seats shall be cleaned and disinfected on both sides.
- f. Wet mop and rinse restroom floors with disinfectant.
- g. All walls and partitions shall be cleaned to remove spots and splashes.
- h. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- i. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners supplied by vendor.
- j. Wipe all bathroom door handles, inside and outside with disinfectant

Weekly Services:

- 1. All tile and hard surface floors shall be spray buffed, including stairways.
- 2. Elevator tile floors shall be waxed, if necessary.
- 3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
- 4. All toilet/urinal partitions shall be washed and disinfected.
- 5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
- 6. All handrails, including stairways, shall be cleaned if needed.
- 7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

- 1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
- 2. Remove finger prints and marks from light switches, door frames and area around door handles.
- 3. Vacuum all upholstered furniture.
- 4. All walls, doors, frames and baseboards shall be cleaned as needed.
- 5. Stairways shall be swept and dusted for cobwebs.
- 6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

- 1. All blinds shall be dusted every six months.
- 2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services:

- 1. General emergency/as needed cleaning for entire 36,000 square foot facility.
- 5. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
- 6. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.
- 7. See "As Needed Services – All Buildings under Contract".

50-00118805 Department of Juvenile Services Janitorial Specifications

All Buildings under Contract As-Needed Services

1. General emergency/as needed cleaning
 - a. Vendor shall provide an hourly rate for a day-time janitorial employee for any additional emergency/as needed cleaning services. This hourly rate unit should be included in your bid total.
 - b. The employee assigned to this task will work select hours as needed.
 - c. See attached job description titled "Day Time Janitorial Employee Job Description".
2. Carpet cleaning
 - a. Vendor shall provide a square footage unit cost for carpet cleaning, which includes all labor and materials for total wet extraction for all buildings under this contract. This square footage rate should be included in your bid total.
 - b. The Bonnet Wet Extraction Cleaning System is not an acceptable form of carpet cleaning.
3. Tile and hard surface floor refinishing
 - a. Vendor shall provide a square footage unit cost for tile and hard surface floor refinishing, which includes all labor and materials for stripping, waxing and buffing. This square footage rate should be included in your bid total.

Day Time Janitorial Employee Services (As-needed/requested)

A day time janitorial employee will be provided in the case of need for an emergency cleaning. Vendor will be contacted by the Property Manager or the Assistant Property Manager in the event that the day time janitorial employee is needed. Employee shall be used on an hourly basis for intermittent work for either or both locations under contract. The hourly rate shall be included in the total bid amount.

The as-needed day time janitorial employee will be responsible for the following list of duties:

1. Pull trash from all trash cans; place trash in utility trucks. Trash is then to be trucked to dumpsters or trash compactors outside. (Contractor is to provide rain gear).
2. Vacuum all carpeted floors; around and under desk, tables, etc.
3. Sweep and mop tile floors.
4. Dust and Polish:
 - A. All Desk tops, sides, fronts, glass, etc.
 - B. Chair frames and benches
 - C. Bookshelves
 - D. File cabinet tops, fronts, etc.
 - E. Window ledges
 - F. Base Molding
 - G. Lamps, shades, and bases

50-00118805 Department of Juvenile Services Janitorial
Specifications

- 5. Dust:
 - H. Dust up to 12ft height
 - A. Return air grills on ceilings and doors
 - B. A/C vents on ceilings
 - C. Door tops and window tops
 - D. Window blinds, shades, and drapes
 - E. Spider webs
 - F. Light fixtures
- 6. Restrooms:
 - A. Wash and wipe down;
 - a. Vanity tops and sinks
 - b. Partition walls and doors, inside and out
 - c. Toilets, sides, backs and seats (both sides)
 - d. Back wall behind toilet
 - e. Urinal's inside and out; remove debris from bowl
 - f. Swab inside of toilet bowl with toilet mop or brush using cleaner or disinfectant
 - g. Remove graffiti, liter, gum, etc.
 - h. Wet-mop floors with disinfectant daily
 - B. Polish all chrome, ceramics and porcelain fixtures including behind toilets and under vanities.
- 7. Elevator:
 - A. Sweep and/or vacuum and mop elevator floors
 - B. Polish all walls and doors
 - C. Remove graffiti, liter, gum, etc.
- 8. Shake out and vacuum all entrance mats
- 9. Sift out cigarette butts from urn
- 10. On feet full time, will be required to constantly perform:
 - A. Lifting
 - B. Pushing
 - C. Pulling
 - D. Bending
 - E. Stooping
- 11. Report items in need of maintenance and/or repair such as broken electrical outlets, burned out bulbs and tubes and damaged ceiling tiles, etc.
- 12. Install paper products and hand soap.
- 13. Perform building recycle duties
- 14. Clean up of spills
- 15. Maintain floors in rainy weather to prevent slipping
- 16. Put out wet floor signs
- 17. Contractor's employee shall follow all work rules and safety in a safe and productive manner.
- 18. Employee will not be required and will not be paid for holidays. A copy of the 2017 holiday schedule will be provided upon contract signing.

50-00118805 Department of Juvenile Services Janitorial Specifications

19. During emergencies (i.e. hurricanes) when employees are sent home early, they will only be paid for time worked.
20. Employee will be required to punch in – out on a parish owned time clock on a parish supplied time card. It will be the janitorial contractor's responsibility to keep up with their employees time worked. The contractor will only be paid the actual hours recorded on the time card. Jefferson Parish will not pay for lunch periods.