

BID/RFP RECEIPT

Receipt of Bid/RFP Proposal No. 50-00131418

From: KSM Structural

Company's Name

Person Received Bid: [Signature]

Number of Envelopes/Boxes Received: 1 envelope

Jefferson Parish Purchasing Department
200 Derbigny Street
Suite 4400 – General Government Building
Gretna, LA 70053

JEFFERSON PARISH
PURCHASING

2020 JUL -8 PM 1 29

RECEIVED

XSM Antaris

Proposal for On Time
Disinfecting of 10 Centers

Bid # 50-131418

Time: 11a

Date 9

KSM JANITORIAL & CLEANING SERVICE, LLC

Direct Line: (225) 475-0929

8 July 2020

Attn: M. Buttery

Hello! My name is Kathe Williams, President/CEO of KSM Janitorial.

KSM Janitorial Service is a woman owned business certified with Small and Emerging Business Development and Hudson Initiative for the State of Louisiana. We pride ourselves on being a reliable and trustworthy cleaning service with excellent customer service.

The following is *KSM Janitorial Service's* proposal to provide janitorial services for One Time Cleaning & Disinfecting For JeffCap...

All services to be performed are enumerated in detail in the documents that follow. This proposal is provided with the understanding that *KSM Janitorial* will furnish all labor and equipment necessary to clean the building(s)...

Thank you for allowing us the opportunity to submit a proposal

Sincerely,

Ms. K

Ms.Kathe Williams
President/CEO

PROPOSAL DATE:
8 July 2020

Proposal to Perform:

JANITORIAL SERVICES

Project Name:

ONE TIME CLEANING & DISINFECTING FOR JEFFCAP

PROPOSAL SUBMITTED BY:

KSM JANITORIAL & CLEANING SERVICE

KATHE WILLIAMS

President/CEO

(225) 475-0929

K_S_M_2008@yahoo.com

PROPOSAL SUBMITTED AND AUTHORIZED BY: MS. KATHE WILLIAMS ON 8 JULY 2020

FEES VALID UNTIL AWARD OF CONTRACT.

About KSM Janitorial Service

KSM Janitorial is a commercial cleaning service provider specializing in Complete Janitorial and Sanitizing services. We have over 20 years of cleaning experience in the industry, We offer daily, weekly, bi-weekly, monthly or occasional one time cleanings, and post construction complete cleaning services. Upon request, we can furnish all the cleaning supplies and tools needed to perform superior service.

KSM Janitorial has a keen understanding of the ever-changing needs and landscape of the cleaning industry. We use best practices and accepted industry standards for chemical selection and use. KSM takes pride in providing you with a clean, healthy, well-maintained and “ready to work” environment so that you can focus on taking your business to its next level of success.

KSM Janitorial has always been committed to:

- ~ Providing superior service*
- ~ A highly motivated and well trained staff*
- ~ Professionalism*
- ~ Consistent, Reliable and Trustworthy staff*
- ~ Extraordinary customer service*

Healthy Buildings + Healthy Staff = More Productivity

We guarantee satisfaction with every job and deliver the ultimate cleaning experience to you every day.

THE FOLLOWING IS OUR PRICING PROPOSAL FOR THE BUILDINGS

SCOPE OF SERVICES:

DAILY CLEANING SCHEDULE:

ACCORDING TO SCOPE OF WORK:

1. ALL AREAS WILL BE THOROUGHLY CLEANED, DISINFECTED, SANITIZED, VACUUMED, SWEEP & MOPPED.
2. ALL FLOORS WILL BE STRIPPED & WAXED.
3. WALLS, DOOR HANDLES, LIGHT SWITCHES WILL BE SANITIZED.
4. WATER FOUNTAINS AND ALL STAINLESS STEEL WILL BE POLISHED.
5. ALL COBWEB REMOVED.
6. TRASH REMOVED THROUGHOUT BUILDING.

PRICING BREAKDOWN

CLEANING SERVICES:

SERVICE	COMPLETION	SQUARE FT.	COST
ONE TIME CLEANING & DISINFECTING FOR JEFFCAP	OPEN	VARIES	\$ 12,000.00
EMERGENCY SERVICES			INCLUDED

COST FOR ONE TIME CLEANING SERVICES: 12,000.00



KSM JANITORIAL AND CLEANING SERVICE LLC CAPABILITY STATEMENT

COMPANY PROFILE

BRIEF HISTORY:

KSM Janitorial & Cleaning Service is a commercial cleaning service. KSM Janitorial and Cleaning Service's owner and principal officer is Kathe Williams, a native New Orleanian. Ms. Williams has well over 20 years in the cleaning industry. KSM is a fully licensed and insured business with safety and sanitation as a primary focus. All KSM Janitorial lead custodial staff is OSHA 30/10 certified. Ms. Williams attributes her business success to always providing superior service and maintaining a reputation for professionalism and a well trained staff. Ms. Williams has keen understanding the ever-changing needs and landscape of the cleaning industry and is determined always master the knowledge, skills, and education needed for KSM Janitorial and Cleaning Service to succeed.

CORE COMPETENCIES:

KSM Janitorial & Cleaning Service provides expert cleaning whether you are a small business, a large national corporation, a government agency, or construction site. KSM Janitorial provides your commercial facility with expert cleaning services at reasonable pricing. Our commercial cleaning services include scheduled office cleaning, building maintenance, floor cleaning, restroom cleaning, exterior cleaning, and pressure washing Services. Additionally, KSM Janitorial provides one-time cleaning services, emergency clean-up services, and pre and post construction and post disaster clean-up services as well

CAPABILITIES

- Buffing, Floor stripping and waxing
- Complete Janitorial and Sanitizing Services
- Green Cleaning and Products Used
- Apartment move out cleaning
- Pre and Post construction cleaning
- Pressure washing
- Carpet shampooing and extraction
- Machine floor scrubbing

BUSINESS ADDRESS:

2644 Max Drive
Harvey, LA 70058

CONTACT PERSON:

Kathe William, Owner/ CEO

TELEPHONE:

(225) 475-0929

EMAIL:

k_s_m_2008@yahoo.com

WEBSITE:

www.ksmjanitorial.weebly.com

NAICS:

561720

DUNS:

02-670-2300

CERTIFICATIONS:

SLDBE

DBE/ WBE

SEBD

Hudson Initiative

HANO Section 3

OSHA 10 and 30

TWIC Card

INSURANCE:

5,000,000 limit

1 January 2020

Good Work Network
2028 Oretha Castle Haley
New Orleans, LA 70113

Letter of Recommendation

Good Morning,

Please accept this letter as a formal recommendation for Kathleen Williams. I have known Ms. Williams for over ten years now as I served in the capacity of her class instructor in the Good Work Network Entrepreneurship Training Program. As a development program, budding entrepreneurs dedicated 14 weeks of their time to learning major concepts of starting and sustaining a business of their own creation.

Like most students in the program, Ms. Williams had to be diligent in creating a stable business that would be of interest to the New Orleans market. However, unlike most students Ms. Williams maintained excellent class attendance and spent numerous hours outside of class time with our staff to create an extraordinary business plan. She has also participated in two of our IDA programs, attended numerous Night at the Network events and received countless hours of technical assistance from Business Counselors and accounting staff.

I have seen Ms. Williams' tenacity and strong work ethic, two qualities that I am sure she will bring to your organization. I have gained a great amount to respect for Ms. Williams as she is consistently professional, good-spirited and amicable and she presents full effort toward whatever goals it is that she seeks in both her personal and professional life.

You can be assured that Ms. Williams has the continued support of Good Work Network to assist, grow and expand her business. We will continue to give her the guidance and directions that new entrepreneurs need. She has a team of professionals working on her behalf to make her business a success.

Leslie Smith

Member Services Director
Good Work Network



OFFICE OF ALCOHOLIC BEVERAGE CONTROL

City of Baton Rouge
Parish of East Baton Rouge

9048 Airline Hwy.

Post Office Box 1471
Baton Rouge, Louisiana 70821

(225) 389-3364
(225) 389-7869 FAX

Christopher D. Cranford
Director
ABC/Gaming

March 5, 2020

RE: KSM Janitorial - Kathe Williams

To Whom It May Concern:

I am writing to recommend the services of KSM Janitorial. During the past several years our office has been serviced by KSM Janitorial and we have been completely satisfied. Ms. Williams is always professional and has a very pleasant demeanor. She is very dependable and always punctual. When asked to do a specific task, she does not hesitate to comply with our request.

I would highly recommend the services of KSM Janitorial. If you have any questions, please do not hesitate to contact me at (225) 389-3364.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Long".

Lynn Long, Sr. Administrative Specialist
Office of Alcoholic Beverage Control

/11

October 22, 2019

Subject: Letter of recommendation

To Whom It May Concern

I am happy to recommend you the high-quality services of KSM Janitorial Services.

Kathe Williams Owner/Operator of KSM Janitorial Services is very diligent and hardworking. The reputation of the services of KSM Janitorial services has grown to be quite high. Her staff members are very professional and efficient. Kathe is passionate about attaining excellence in janitorial work and customer satisfaction.

KSM Janitorial Services is known for implementing custodial procedures and systems in a manner befitting the reputation of the company. Her knowledge of handling waste and safely removing potentially hazardous materials is astounding. If there is a problem or issue Kathe is known for taking full responsibility and finding a solution quickly.

Once again, I strongly recommend KSM Janitorial Services for the janitorial services contract with your organization. I am confident that Kathe and her team will exceed your expectations.

Regards,

Shakita Billups
Managing Member
Billups Construction
Tel: (225) 749-5560
Email: ramondjbillupsllc@gmail.com

LOUISIANA AUTO INSURANCE IDENTIFICATION CARD

COMPANY NAIC NUMBER
22063

COMMERCIAL **PERSONAL**
COMPANY AFFORDING COVERAGE (NAME & ADDRESS)
Government Employees Insurance Company
One GEICO Blvd.
Fredericksburg, VA 22412

An insurer authorized to transact business in Louisiana has issued the Motor Vehicle Policy identified hereon. The coverage provided by this policy meets the minimum liability insurance limits prescribed by law.

POLICY NUMBER
910022624701

EFFECTIVE DATE
10-31-2019

EXPIRATION DATE
10-31-2020

YEAR MAKE/MODEL
2015 CHEVROLET EXPRESS CARGO 2500

VEHICLE IDENTIFICATION NUMBER
1GCWGF2F1147271

NAME OF INSURED
KSM JANITORIAL & CLEANING SERVICE, LLC
2644 MAX DR
HARVEY, LA 70058

**THIS CARD MUST BE CARRIED IN THE VEHICLE AT ALL TIMES
AS EVIDENCE OF INSURANCE**

SEE IMPORTANT NOTICE ON REVERSE SIDE

LOUISIANA AUTO INSURANCE IDENTIFICATION CARD

COMPANY NAIC NUMBER
22063

COMMERCIAL **PERSONAL**
COMPANY AFFORDING COVERAGE (NAME & ADDRESS)
Government Employees Insurance Company
One GEICO Blvd.
Fredericksburg, VA 22412

An insurer authorized to transact business in Louisiana has issued the Motor Vehicle Policy identified hereon. The coverage provided by this policy meets the minimum liability insurance limits prescribed by law.

POLICY NUMBER
910022624701

EFFECTIVE DATE
10-31-2019

EXPIRATION DATE
10-31-2020

YEAR MAKE/MODEL
2015 CHEVROLET EXPRESS CARGO 2500

VEHICLE IDENTIFICATION NUMBER
1GCWGF2F1147271

NAME OF INSURED
KSM JANITORIAL & CLEANING SERVICE, LLC
2644 MAX DR
HARVEY, LA 70058

**THIS CARD MUST BE CARRIED IN THE VEHICLE AT ALL TIMES
AS EVIDENCE OF INSURANCE**

SEE IMPORTANT NOTICE ON REVERSE SIDE

Commercial General Liability Declarations

In return for the payment of the premium, and subject to all the terms of this Policy, we agree with you to provide the insurance as stated in this Policy.

Policy No.:	UDC-2199696-CGL-20	
Renewal of:	UDC-2199696-CGL-19	
Named Insured:	KSM Janitorial & Cleaning Service LLC	
Address:	2644 Max Dr Harvey, LA 70058	
Policy period:	From: March 13, 2020	To: March 13, 2021

At 12:01 A.M. (Standard Time) at the address shown above.

Form of Business:	Limited Liability Company
Each Occurrence Limit:	\$2,000,000
Damage to Premises Rented to You Limit:	\$100,000 Any one premises
Medical Expense Limit:	\$5,000 Any one person
Personal & Advertising Injury Limit:	\$2,000,000 Any one person or organization
General Aggregate Limit:	\$2,000,000
Products/Completed Operations Aggregate Limit:	Products-completed operations are subject to the General Aggregate Limit
Supplemental Business Personal Property Floater Coverage Limit:	\$0
Supplemental Business Personal Property Floater Coverage Deductible:	Not Applicable

All Premises You Own, Rent or Occupy

Premises Number:	2
Address:	2644 Max Dr Harvey, LA 70058
Total Premium:	\$ 989.00
Attachments:	See attached Forms and Endorsements Schedule.

Material Safety Data Sheet

SECTION 1 -- CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name: PureGreen24
EPA Reg No: 72977-3-84364
Issue Date: 8/24/09
Date Revised: 2/17/10
Distributed By: Pure Green, LLC
 439 Centre Island Road
 Centre Island, NY 11771
 www.puregreen24.com
 1-800-306-9122
 info@puregreen24.com



SECTION 2 -- COMPOSITION / INFORMATION ON INGREDIENTS

Components	Exposure Limits			
	Wt%	OSHA PEL	ACGIH TLV	NIOSH REL
None of the ingredients is considered hazardous according to the criteria of 29CFR 1910.1200 and DOT Reg 49 CFR 172. Ingredients are listed for informational purposes to assist emergency medical response personnel.				
Water (CAS No. 7732-18-5)	>95	None	None	None
Citric Acid (CAS No. 77-92-9)	4.85	None	None	None
Silver Ions	0.0030	None	None	None

SECTION 3 -- HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

CAUTION: Direct contact may cause slight eye irritation. Avoid contact with eyes. If irritation occurs, flush thoroughly with large amounts of water for 15 minutes.

HMIS Rating

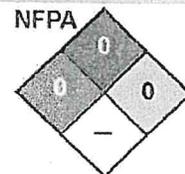
Health	0
Flammability	0
Reactivity	0

SECTION 4 -- FIRST AID MEASURES

Eye Contact: Hold eyelids open and flush thoroughly with a steady, gentle stream of water for at least 15 minutes. Get medical attention if irritation persists.
Skin Contact: If irritation occurs, rinse with water. Get medical attention if irritation persists. Does not stain skin.
Inhalation: If breathing is affected, remove victim to fresh air and call a physician
Ingestion: Do not induce vomiting. If irritation occurs consult a physician.

SECTION 5 -- FIRE FIGHTING MEASURES

Flammability: Not flammable; Not combustible
Flammable Limits: Not applicable
Extinguishing Media: Not applicable
Fire and Explosion Hazards: None



SECTION 6 -- ACCIDENTAL RELEASE MEASURES

Response to Spills: Small spills: Contain spill. Flush to sanitary sewer. Rinse area thoroughly with water. Large spills: Dike or dam spill. Pump to containers or soak up with inert absorbent. Prevent runoff to creeks and waterways.

SECTION 7 -- HANDLING AND STORAGE

Handling Precautions: Rinse with water if any irritation occurs. Keep container tightly closed when not in use.
Storage Precautions: Store in a cool, dry place. Do not contaminate food, feed, or drinking water. Keep from freezing. Keep out of direct sunlight.

SECTION 8 -- EXPOSURE CONTROLS / PERSONAL PROTECTION

No special protection or precautions have been identified for using this product under directed consumer use conditions. The following recommendations are given for production facilities and for other conditions and situations where there is increased potential for accidental, large-scale or prolonged exposure.

Hygienic Practices: Avoid contact with eyes, skin and clothing. If irritation occurs, flush thoroughly with water after direct contact.
Engineering Controls: Use general ventilation to minimize exposure to vapor or mist. Eyewash station is suggested.
Personal Protective Equipment: None required by OSHA or NIOSH; however, to prevent irritation, wear safety glasses and use gloves if in direct contact with liquid for prolonged periods.

SECTION 9 -- PHYSICAL AND CHEMICAL PROPERTIES

Appearance.....	Clear, colorless liquid	Boiling Point.....	Not established
Odor.....	Practically odorless	Freezing Point.....	Not established
pH.....	2	Evaporation Rate (Butyl Acetate=1).....	Not established
Specific Gravity (H ₂ O=1).....	1	Vapor Density (Air=1).....	Not established
Solubility.....	Water soluble	Vapor Pressure (mmHg).....	Not established
VOC Content (% Wt.).....	0.00% (0.000 lbs/gallon)		

SECTION 10 -- STABILITY AND REACTIVITY

Chemical Stability:	Stable
Incompatibility:	Bases, such as bicarbonates, carbonates, hydroxides, ammonia and other amines. May be slightly incompatible with aluminum and copper metals after prolonged exposure. Product is compatible with most metals including stainless steels.
Hazardous Decomposition:	None
Polymerization:	None
Conditions to Avoid:	Not applicable

SECTION 11 -- TOXICOLOGICAL INFORMATION

THIS PRODUCT DOES NOT CONTAIN ANY KNOWN OR ANTICIPATED CARCINOGENS ACCORDING TO THE CRITERIA OF THE NTP ANNUAL REPORT ON CARCINOGENS AND OSHA 29 CFR 1910.1000, Subpart Z.

Acute Oral, Rat	LD50>5000 mg/Kg	Epidemiology	N/A
Acute Dermal, Rat	LD50>5000 mg/Kg	Teratogenicity	N/A
Primary Eye Irritation	rabbit - Category IV	Neurotoxicity	N/A
Primary Eye Irritation	rabbit - Slightly irritating	Dermal Sensitization	Guinea Pigs - Not a contact sensitizer
EPA Toxicity Rating	Category IV	Subchronic/Chronic Toxicity:	Does not contain any recognized carcinogens, mutagens or reproductive toxicants.

SECTION 12 -- ECOLOGICAL INFORMATION

Ecotoxicity:	None
Environmental Fate:	Readily degraded. Ionic silver is degraded into inert elemental silver in the environment.

SECTION 13 -- DISPOSAL CONSIDERATIONS

Waste Disposal Method:	Dispose of in accordance with local, state, and federal regulations.
RCRA Classification:	Non-hazardous if diluted and TCLP testing confirms waste does not exhibit the characteristic of toxicity as defined by 40 CFR261.24 for silver content.

SECTION 14 -- TRANSPORT INFORMATION

DOT Classification:	Non-hazardous
Exceptions:	None
Description:	Not applicable

SECTION 15 -- REGULATORY INFORMATION

TSCA: Health and Safety Reporting List: None of the chemicals are on the Health & Safety Reporting List. Chemical Test Rules: None of the chemicals are under a Chemical Test Rule. Section 12b: None of the chemicals are listed under TSCA 12b. TSCA Significant New Use Rule: None of the chemicals in this material have a SNUR under TSCA.

CERCLA: No RQ is assigned to the generic or broad class - silver compounds. See 50FR13456 (April 4, 1985).

ARA 302/304: None of the chemicals in this product have an RQ or TPQ.

SARA 311/312: Not reportable

Clean Air Act: This material does not contain any hazardous air pollutants, Class 1 Ozone depletors, or Class 2 Ozone depletors.

Clean Water Act: None of the chemicals in this product are listed as Hazardous Substances under the CWA, Priority Pollutants under the CWA, or Toxic Pollutants under the CWA.

OSHA: None of the chemicals in this product are considered hazardous by OSHA.

California Proposition 65: No ingredients listed.

SECTION 16 -- OTHER INFORMATION

ID: 84364
Issue Date (Rev): 2/17/10

Revision Summary: This updated MSDS includes changes to Sections 1, - 5, 7 -15



PureGreen24 is added to two new Covid-19 lists

New York, NY April 2, 2020

Pure Green LLC, distributor of PureGreen24, Disinfectant and Deodorizer has been added to 2 new Covid-19 lists.

PureGreen24 EPA Reg. No.72977-3-84634 has been added to

The American Chemistry Council's Novel Coronavirus (COVID-19) list:

<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>

New York State Novel Coronavirus (COVID-19) list:

http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf

PureGreen24 is identified on the EPA & CDC list via the product name "AXEN 30" EPA registration number 72977. Was added to the EPA list on March 16th.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

This list includes products with emerging viral pathogen claims and those with human coronavirus claims. If a product with an emerging viral pathogen claim is not available, use a product with a coronavirus claim. If the product is listed as "N" under the Emerging Viral Pathogen Claim column, then it has a human coronavirus claim.

PureGreen24 is an EPA category IV disinfectant.

In addition, PureGreen24 does not contain any of the 19 banned FDA chemicals.

PureGreen24 is EPA registered to kill human Coronavirus and has demonstrated effectiveness against viruses similar to **2019 Novel Coronavirus (2019-nCoV)** on hard, **non-porous surfaces** when used in accordance with the directions for use.

To purchase PureGreen24 online please visit <https://shop.puregreen24.com/>

For distributor and bulk orders, please email sales@PureGreen24.com

Pure Green, LLC
David Stetson 800-306-9122 x1
david@puregreen24.com



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000131418 LABOR, MATERIALS AND EQUIPMENT NECESSARY TO
PROVIDE ONE (1) TIME CLEANING AND DISINFECTING OF TEN (10)
CENTERS FOR JEFFCAP
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com

01-Jul-2020 12:11:58 PM



BID 50-131418

**LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE ONE
(1) TIME CLEANING AND DISINFECTING OF TEN (10) CENTERS FOR
JEFFCAP**

JULY 9, 2020 @ 11:00 A.M.

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, Suite 4400
Gretna, LA 70053**

**Please Email Any Questions To:
Mark Buttery
MBUTTERY@JEFFPARISH.NET
504-364-2810**

DATE: 7/01/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00131418

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 7/09/2020 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 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. A copy of these resolutions 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 purchasing.jeffparish.net and clicking on On-line forms.

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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment 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.

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.

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 A1 17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

3,5,6,10,13,16

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 state 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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

DATE: 7/01/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00131418

JEFFERSON PARISH

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

VENDOR: _____

BUYER: MBUTTERY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>on Award</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	_____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	_____

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: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	<u>CSM Janitor</u>
SIGNATURE: (Must be signed here)	TITLE: <u>President/CEO</u>
PRINT OR TYPE NAME:	<u>2644 Max Dr.</u>
ADDRESS:	<u>Harvey, LA 70058</u>
CITY, STATE:	ZIP:
<u>225 475 0929</u>	
TELEPHONE: ()	FAX: ()
EMAIL ADDRESS:	<u>lc-sm-2008@y2hoo.com</u>

TOTAL PRICE OF ALL BID ITEMS: \$ 12,000.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131418

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE DISINFECTING AND CLEANING AT 10 HEADSTART CENTERS FOR JEFFCAP</p> <p>0001-DISINFECTING AND CLEANING OF WORK AREA-10 CENTERS FOR 1 SINGLE CLEANING</p> <p>SITE VISIT CONTACT: M-F 8AM-3PM LONNIE BEWLEY LBEWLEY@JEFFPARISH.NET 504.736.6900</p> <p>SEE ATTACHED SPECIFICATIONS FOR DETAILS</p>	<p>Lump Sum</p>	<p>\$12,000.00</p>

Debarment/Suspension Form

DEBARMENT/SUSPENSION CERTIFICATION

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Kathie Williams - President/CEO
(Name and Title of bidder's official)

CSM International
(Name of bidder/company)

2644 Max Dr.
(Address)

Harvey, LA 70058
(Address)

PHONE 225 475 0929 FAX n/a

EMAIL lc-s-m-2008@yahoo.com

✓ Signature 8 July 2010 Date

5000131418

TEN (10) LOCATIONS TO BE CLEANED AND DISINFECTED:
SITE VISIT CONTACT: Monday – Friday 8:00 am – 3:00 pm

LONNIE BEWLEY

504.736.6900

LBEWLEY@JEFFPARISH.NET

Causeway Head Start

3420 N Causeway Blvd

Metairie, La. 70002

Ste. B

Lisa Mitchell

504.838.1000

Kenner Head Start

200 Decatur St.

Kenner, La. 70062

Alicia Giles

504.736.8770

KGR Academy

1614 Bridge City Ave

Bridge City, La, 70094

Ronika Lloyd

504.654.8582

Beechgrove Head Start

721 Tricia Ct

Westwego, La. 70094

Mytaya Allen

504.437.4852

Lapalco Head Start

2001 Lincolnshire Dr.

Marrero, La. 70072

Rosalind East-Cambeilh

504.349.5185

Woodmere Learning Academy

2066 Paxton St.

Harvey, La. 70058

Rita Wilfred

504.348.4668

Jutland

1821 Jutland Dr.

Harvey, La. 70058

Chantel Stephens

504.349.5500

5000131418

Terrytown Head Start
2315 Park PL. Dr.
Terrytown, La. 70056
Gloria McKenzie
504.392.9890

Carlie Care Kids
501 Richards St.
Gretna, La. 70056
Monique Rouge
504.391.3446

Kids House of Learning
711 Derbigny St.
Gretna, La. 70053
Shirley Fikes-Funches
504.366.2933

GENERAL CLEANING

Entrances, Classrooms, Offices, Conference Rooms, Hallways, Common Areas

- ✓ **Every Clean** - Dust horizontal surfaces - desks, ledges, counters, and file cabinet tops
- ✓ **Every Clean** - Spot clean horizontal surfaces for removal of coffee rings and spillage
- ✓ **Every Clean** - Entrance doors and internal glass partitions cleaned of fingerprints and smudges
- ✓ **Every Clean** - Clean drinking fountains and water dispensers
- ✓ **Every Clean** - Disinfect all telephone receivers and dust phone bases
- ✓ **Every Clean** - Disinfect light switches, light switch plate covers and door handles
- ✓ **Every Clean** - High dusting – air vents, door frames, ceiling corners
- ✓ **Every Clean** - Low dusting – front and sides of desks, legs of chairs, tables and chair bases
- ✓ **Every Clean** - Furniture – vacuum fabric and wipe down other surfaces to remove dust and lint

***CLIENT Staff will remove children's toys from cubbies and bins and arrange on sheets/ tarps for disinfection by Stratus.**

***CLIENT Staff will wash with plain water: food contact surfaces and items which may receive oral contact to remove disinfectant prior to use.**

FLOOR CARE

- ✓ **Every Clean** - Vacuum, sweep or dust mop all hard surface floors
- ✓ **Every Clean** - Thoroughly damp mop all hard surface floors
- ✓ **Every Clean** - Dust all baseboards

RESTROOMS

- ✓ **Every Clean** - Clean and disinfect counter tops, wash basins, toilets, and urinals
- ✓ **Every Clean** - Clean and disinfect all dispensers, fixtures, and mirrors
- ✓ **Every Clean** - Empty trash receptacles
- ✓ **Every Clean** - Empty feminine product receptacle and disinfect
- ✓ **Every Clean** - Spot clean partitions and restroom walls
- ✓ **Every Clean** - Restock hand soap, paper products and soap from customer stock
- ✓ **Every Clean** - Disinfect partition handles, door handles, and light switches
- ✓ **Every Clean** - Clean and sanitize outsides of dispensers and trash receptacles
- ✓ **Every Clean** - Polish all dispensers, fixtures, and mirrors
- ✓ **Every Clean** - Sweep and thoroughly mop floor with germicidal solution
- ✓ **Every Clean** - High dust – ledges, air vents, mirror frames, and tops of doors
- ✓ **Every Clean** - Clean and disinfect restroom partitions and walls around toilets and urinals

DISINFECTION

Entrances, Classrooms, Offices, Conference Rooms, Hallways, Restrooms, Common Areas

- ✓ **Disinfection of facility utilizing EPA N-listed disinfectant (See attached SDS sheets)**
- ✓ **All vertical and horizontal surfaces including walls, flooring, play rugs, furnishings, and fixtures to 10' in height**
- ✓ **Electronics and touch points are wiped directionally by hand using treated microfiber**
- ✓ **Disinfectant dwells on surfaces for specified kill time before being removed and/ or allowed to air dry where appropriate**
- ✓ **Certificates of disinfection provided putting staff and visitors at ease**

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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 **Invitation to 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

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.

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for Federal Funding reimbursement. As such Appendix will applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in bid submission. Failure to do so will result in bid rejection. [Bid number 50-00131418], Labor, Materials and Equipment Necessary to Provide Disinfecting & Cleaning at ten (10) Head Start Centers for Jeffcap

CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY UNDER FEDERAL AWARDS REQUIRED BY APPENDIX II TO 2 CFR §200

REMEDIES

(For all awarded contracts with a value greater than \$150,000.00)

Any violation or breach of terms of this contract on the part of the Contractor or the Contractor's subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this contract. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Any violation or breach of terms of this contract of the Contractor or the Contractor's subcontractors will be subject to the remedies, including liquidated damages, described in the bid specifications or Request for Proposal and the Jefferson Parish General Terms and Conditions which are incorporated herein by reference in their entirety.

TERMINATION FOR CAUSE AND CONVENIENCE

(For all awarded contracts with a value greater than \$10,000.00)

Jefferson Parish reserves the right to terminate this contract for cause or convenience pursuant to the General Terms and Conditions which are incorporated herein by reference in their entirety.

EQUAL EMPLOYMENT OPPORTUNITY

(For all awarded contracts that meet the definition of "federally assisted construction contract" provided in 41 CFR Part 60-1.3)

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment,

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for Federal Funding reimbursement. As such Appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in bid submission. Failure to do so will result in bid rejection. [Bid number 50-00131418], Labor, Materials and Equipment Necessary to Provide Disinfecting & Cleaning at ten (10) Head Start Centers for Jeffcap

notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24,

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for Federal Funding reimbursement. As such Appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in bid submission. Failure to do so will result in bid rejection. [Bid number 50-00131418], Labor, Materials and Equipment Necessary to Provide Disinfecting & Cleaning at ten (10) Head Start Centers for Jeffcap

1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

DAVIS-BACON ACT AND COPELAND "ANTI-KICKBACK" ACT

(For all awarded construction contracts with a value greater than \$2,000.00)

(1) *Minimum wages.*

(i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in §5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: *Provided*, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii) (A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for Federal Funding reimbursement. As such Appendix will applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in bid submission. Failure to do so will result in bid rejection. [Bid number 50-00131418], Labor, Materials and Equipment Necessary to Provide Disinfecting & Cleaning at ten (10) Head Start Centers for Jeffcap

determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

- (1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and
- (2) The classification is utilized in the area by the construction industry; and
- (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *Provided*, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) *Withholding.*

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The Federal Agency and/or Jefferson Parish shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the (Agency) may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii) (A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the federal agency if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant, sponsor, or owner, as the case may be, for transmission to the federal agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include

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an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the federal agency if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit them to the applicant, sponsor, or owner, as the case may be, for transmission to the federal agency, the contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

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(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the federal agency or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) *Apprentices and trainees—*

(i) *Apprentices.* Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize

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apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) *Trainees*. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) *Equal employment opportunity*. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) *Compliance with Copeland Act requirements*. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) *Subcontracts*. The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Agency may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) *Contract termination: debarment*. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) *Compliance with Davis-Bacon and Related Act requirements*. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

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(9) *Disputes concerning labor standards.* Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) *Certification of eligibility.*

(i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

(for all awarded contracts related to "mechanics and laborers" with a value greater than \$100,000.00)

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in subparagraph (1) of this paragraph, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph (1) of this paragraph, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph (1) of this paragraph.

(3) Withholding for unpaid wages and liquidated damages. The federal agency and/or Jefferson Parish shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on

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account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in subparagraph (2) of this paragraph.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph (1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs (1) through (4) of this paragraph.

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

(if federal award meets definition of "funding agreement" under 37 CFR §401.2(a), for all awarded contracts related to experimental, developmental, or research work type contracts)

(a) Definitions

(1) *Invention* means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code, or any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 U.S.C. 2321 *et seq.*).

(2) *Subject invention* means any invention of the *contractor* conceived or first actually reduced to practice in the performance of work under this *contract*, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d) of the Plant Variety Protection Act, 7 U.S.C. 2401(d)) must also occur during the period of *contract* performance.

(3) *Practical Application* means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or government regulations, available to the public on reasonable terms.

(4) *Made* when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(5) *Small Business Firm* means a small business concern as defined at section 2 of Pub. L. 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, will be used.

(6) *Nonprofit Organization* means a university or other institution of higher education or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under section 501(a) of the Internal

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Revenue Code (25 U.S.C. 501(a)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.

(b) Allocation of Principal Rights

The *Contractor* may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the *Contractor* retains title, the Federal government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention Disclosure, Election of Title and Filing of Patent Application by *Contractor*

(1) The *contractor* will disclose each subject invention to the *Federal Agency* within two months after the inventor discloses it in writing to *contractor* personnel responsible for patent matters. The disclosure to the agency shall be in the form of a written report and shall identify the *contract* under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the *agency*, the *Contractor* will promptly notify the *agency* of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the *contractor*.

(2) The *Contractor* will elect in writing whether or not to retain title to any such invention by notifying the *Federal agency* within two years of disclosure to the *Federal agency*. However, in any case where publication, on sale or public use has initiated the one year statutory period wherein valid patent protection can still be obtained in the United States, the period for election of title may be shortened by the *agency* to a date that is no more than 60 days prior to the end of the statutory period.

(3) The *contractor* will file its initial patent application on a subject invention to which it elects to retain title within one year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The *contractor* will file patent applications in additional countries or international patent offices within either ten months of the corresponding initial patent application or six months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure, election, and filing under subparagraphs (1), (2), and (3) may, at the discretion of the *agency*, be granted.

(d) Conditions When the Government May Obtain Title

The *contractor* will convey to the *Federal agency*, upon written request, title to any subject invention—

(1) If the *contractor* fails to disclose or elect title to the subject invention within the times specified in (c), above, or elects not to retain title; provided that the *agency* may only

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request title within 60 days after learning of the failure of the *contractor* to disclose or elect within the specified times.

(2) In those countries in which the *contractor* fails to file patent applications within the times specified in (c) above; provided, however, that if the *contractor* has filed a patent application in a country after the times specified in (c) above, but prior to its receipt of the written request of the *Federal agency*, the *contractor* shall continue to retain title in that country.

(3) In any country in which the *contractor* decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on, a patent on a subject invention.

(e) Minimum Rights to *Contractor* and Protection of the *Contractor* Right to File

(1) The *contractor* will retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the *contractor* fails to disclose the invention within the times specified in (c), above. The *contractor's* license extends to its domestic subsidiary and affiliates, if any, within the corporate structure of which the *contractor* is a party and includes the right to grant sublicenses of the same scope to the extent the *contractor* was legally obligated to do so at the time the *contract* was awarded. The license is transferable only with the approval of the *Federal agency* except when transferred to the successor of that party of the *contractor's* business to which the invention pertains.

(2) The *contractor's* domestic license may be revoked or modified by the *funding Federal agency* to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR part 404 and *agency* licensing regulations (if any). This license will not be revoked in that field of use or the geographical areas in which the *contractor* has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of the *funding Federal agency* to the extent the *contractor*, its licensees, or the domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, the *funding Federal agency* will furnish the *contractor* a written notice of its intention to revoke or modify the license, and the *contractor* will be allowed thirty days (or such other time as may be authorized by the *funding Federal agency* for good cause shown by the *contractor*) after the notice to show cause why the license should not be revoked or modified. The *contractor* has the right to appeal, in accordance with applicable regulations in 37 CFR part 404 and *agency* regulations (if any) concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of the license.

(f) *Contractor* Action to Protect the Government's Interest

(1) The *contractor* agrees to execute or to have executed and promptly deliver to the *Federal agency* all instruments necessary to (i) establish or confirm the rights the Government has throughout the world in those subject inventions to which the *contractor* elects to retain title, and (ii) convey title to the *Federal agency* when requested under

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paragraph (d) above and to enable the government to obtain patent protection throughout the world in that subject invention.

(2) The *contractor* agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the *contractor* each subject invention made under *contract* in order that the *contractor* can comply with the disclosure provisions of paragraph (c), above, and to execute all papers necessary to file patent applications on subject inventions and to establish the government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by (c)(1), above. The *contractor* shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The *contractor* will notify the *Federal agency* of any decisions not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than thirty days before the expiration of the response period required by the relevant patent office.

(4) The *contractor* agrees to include, within the specification of any United States patent applications and any patent issuing thereon covering a subject invention, the following statement, "This invention was made with government support under (identify the *contract*) awarded by (identify the Federal agency). The government has certain rights in the invention."

(g) Subcontracts

(1) The *contractor* will include this clause, suitably modified to identify the parties, in all subcontracts, regardless of tier, for experimental, developmental or research work. The subcontractor will retain all rights provided for the *contractor* in this clause, and the *contractor* will not, as part of the consideration for awarding the subcontract, obtain rights in the subcontractor's subject inventions.

(2) In the case of subcontracts, at any tier, when the prime award with the Federal agency was a contract (but not a grant or cooperative agreement), the *agency*, subcontractor, and the contractor agree that the mutual obligations of the parties created by this clause constitute a contract between the subcontractor and the Federal agency with respect to the matters covered by the clause; provided, however, that nothing in this paragraph is intended to confer any jurisdiction under the Contract Disputes Act in connection with proceedings under paragraph (j) of this clause.

(h) Reporting on Utilization of Subject Inventions

The *Contractor* agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the *contractor* or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the contractor, and such other data and information as the *agency* may reasonably specify. The *contractor* also agrees to provide additional reports as may be requested by the *agency* in connection with any march-in proceeding

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undertaken by the *agency* in accordance with paragraph (j) of this clause. As required by 35 U.S.C. 202(c)(5), the *agency* agrees it will not disclose such information to persons outside the government without permission of the *contractor*.

(i) Preference for United States Industry

Notwithstanding any other provision of this clause, the *contractor* agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject inventions in the United States unless such person agrees that any products embodying the subject invention or produced through the use of the subject invention will be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by the *Federal agency* upon a showing by the *contractor* or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in Rights

The *contractor* agrees that with respect to any subject invention in which it has acquired title, the *Federal agency* has the right in accordance with the procedures in 37 CFR 401.6 and any supplemental regulations of the *agency* to require the *contractor*, an assignee or exclusive licensee of a subject invention to grant a nonexclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the *contractor*, assignee, or exclusive licensee refuses such a request the *Federal agency* has the right to grant such a license itself if the *Federal agency* determines that:

- (1) Such action is necessary because the *contractor* or assignee has not taken, or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use.
- (2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the *contractor*, assignee or their licensees;
- (3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the *contractor*, assignee or licensees; or
- (4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special Provisions for *Contracts* with Nonprofit Organizations

If the *contractor* is a nonprofit organization, it agrees that:

- (1) Rights to a subject invention in the United States may not be assigned without the approval of the *Federal agency*, except where such assignment is made to an organization which has as one of its primary functions the management of inventions, provided that such assignee will be subject to the same provisions as the *contractor*;
- (2) The *contractor* will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when the agency deems it appropriate) when

APPENDIX A: The ensuing contract for this bid solicitation may be eligible for Federal Funding reimbursement. As such Appendix will applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and included in bid submission. Failure to do so will result in bid rejection. [Bid number 50-00131418], Labor, Materials and Equipment Necessary to Provide Disinfecting & Cleaning at ten (10) Head Start Centers for Jeffcap

the subject invention is assigned in accordance with 35 U.S.C. 202(e) and 37 CFR 401.10;

(3) The balance of any royalties or income earned by the *contractor* with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, will be utilized for the support of scientific research or education; and

(4) It will make efforts that are reasonable under the circumstances to attract licensees of subject invention that are small business firms and that it will give a preference to a small business firm when licensing a subject invention if the *contractor* determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided, that the *contractor* is also satisfied that the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the *contractor*. However, the *contractor* agrees that the Secretary may review the *contractor's* licensing program and decisions regarding small business applicants, and the *contractor* will negotiate changes to its licensing policies, procedures, or practices with the Secretary when the Secretary's review discloses that the *contractor* could take reasonable steps to implement more effectively the requirements of this paragraph (k)(4).

(l) Communication

Any communications to be given hereunder by either party to the other shall be deemed to be duly given if set forth in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

Council Chair
Jefferson Parish Council
200 Derbigny Street, Suite 6200
Gretna, Louisiana 70053

Written notices hereunder delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated five (5) days after deposit in the mail, post prepaid, certified, in accordance with this Paragraph.

CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

(for all awarded contracts with a value greater than \$150,000.00)

The Contractor and all subcontractors shall comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 USC 7401 et seq., and the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq.

DEBARMENT AND SUSPENSION

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(Contractor must complete certification and submit with bid submission. Failure to do so will result in bid rejection.)

The Contractor represents and warrants that it and its subcontractors are not listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

BYRD ANTI-LOBBYING AMENDMENT

(for all awarded contracts with a value greater than \$100,000.00 and contractor must complete certification and submit with bid submission. Failure to do so will result in bid rejection.)

The Contractor certifies, to the best of his or her knowledge and belief that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. Contractor will include language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$150,000.00 shall certify and disclose accordingly.

PROCUREMENT OF RECOVERED MATERIALS

(for all purchase price of items exceeding \$10,000.00 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.00)

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired:

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or

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(iii) At a reasonable price.

(2) Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.