

BID # 50-00113157



Tidy Building Services, LLC  
609 W. Wm. David Pkwy., Ste. 202  
Metairie, Louisiana 70005

Ms. Donna Reamey  
Jefferson Parish Purchasing Department  
P. O. Box 9  
Gretna, LA 70054

**BID RECEIPT**

Receipt of Bid Proposal No. 50-00113157

From: \_\_\_\_\_

Company's Name

Tidy Building Services, LLC

Person Received Bid: \_\_\_\_\_

T. Smith

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

22 MAY '15 AM 10:40

*Time received is stamped on the back of this receipt.*



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000113157 TWO YEAR JANITORIAL CONTRACT FOR DEPT. OF  
ENVIRONMENTAL AFFAIRS.**

Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

12-May-2015 11:21:16 AM

DATE: 4/30/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00113157

**JEFFERSON PARISH**

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

VENDOR: Tidy Building Services, LLC

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/22/2015 via : **MANUALLY** or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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**

**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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 A117.1-1961).

## 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.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

## ADDITIONAL REQUIREMENTS FOR THIS BID

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

2,3,5,6,8,10,11,12,13,15

PRE-BID CONFERENCE TO BE HELD AT: Environmental Affairs 4901 Jefferson Hwy  
Suite E, Jefferson La. 70121 at 10:00am.  
ON 5/11/2015

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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. 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 or 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 (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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

DATE: 4/30/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00113157

**JEFFERSON PARISH**

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

VENDOR: Tidy Building Services, LLC

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/22/2015 via **MANUALLY** or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

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: 1 \_\_\_\_\_  
NUMBER: 2 \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 59546

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:		Tidy Building Services, LLC	
SIGNATURE: (Must be signed here)		TITLE: Business Manager	
PRINT OR TYPE NAME:		Jeffery Ramirez	
ADDRESS:		609 W. Wm. David Pkwy., Suite 202	
CITY, STATE:		ZIP:	70005
Metairie, LA			
TELEPHONE: ( ) 504-838-9843		FAX: ( ) 504-833-6585	
EMAIL ADDRESS:		jramirez@tidyusa.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 19,999.92



84-487  
1111

CASHIER'S CHECK

9100910361

DATE 05/22/2015

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

ONE THOUSAND DOLLARS AND 00 CENTS

PAY TO THE  
ORDER OF

\*\* Jefferson Parish Purchasing Dept \*\*

\$ 1,000.00

Drawer Capital One N.A.

AUTHORIZED SIGNATURE

RE: Bid # 50-00113157

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

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

⑈9100910361⑈ ⑆111104879⑆ 76 2000001 6⑈



CASHIER'S CHECK

9100910361

DATE 05/22/2015

FEE

\$0.00

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

ONE THOUSAND DOLLARS AND 00 CENTS

PAY TO THE  
ORDER OF:

\*\* Jefferson Parish Purchasing Dept \*\*

\$ 1,000.00

RE: Bid # 50-00113157

CUSTOMER COPY

NON-NEGOTIABLE



DATE: 4/30/2015

Page: 5

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113157

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO YEAR CONTRACT FOR LABOR , MATERIALS AND EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR:</p> <p>0010 JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS.</p> <p>THIS BID LINE IS FOR THE MONTHLY COST OF JANITORIAL SERVICE FOR THIS LOCATION:</p> <p>RHEEM BUILDING 4901 JEFFERSON HWY - SUITE E JEFFERSON, LA 70121 AS PER THE ATTACHED SPECIFICATIONS</p>	\$833.33	\$19,999.92
2	1.00	SQFT	<p>0020 Provide a square footage cost for additional or deletion of square footage</p> <p>to be cleaned in the Environmental Affairs Department at 4901 Jefferson Hwy Suite E. as per the attached specifications</p>	.1536	.15
3	1.00	SQFT	<p>0030 Provide a square footage cost for additional tile and hard surface</p> <p>flooring refinishing as needed, which includes everything for stripping, cleaning, waxing and buffing to include equipment and materials at the Rheem Building 4901 Jefferson Hwy Suite E.</p>	.2900	.29
4	1.00	SQFT	<p>0040 Provide a square footage cost for carpet cleaning, as needed which includes everything to a total wet extraction at the Rheem Building,4901 Jefferson Hwy Suite E.</p> <p>PLEASE NOTE: THE BONNET CLEANING IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING</p> <p>A REQUIREMENT OF THIS BID IS INSTRUCTION NUMBER 11-5% BID SURETY.THE 5% BID SURETY MUST BE IN THE ORIGINAL FORMAT OF A BID BOND,CASHIER'S CHECK OR A CERTIFIED CHECK WITH BID RESPONSE SUBMISSION.IF YOU ARE SUBMITTING VIA ELECTRONICALLY THROUGH OUR ON-LINE BIDDING SITE,CENTRAL BIDDING YOU WILL NEED TO FOLLOW THE DIRECTIONS WITHIN THE SITE AND SUBMIT THE BID BOND THROUGH ONE OF THE CLEARING HOUSES ASSOCIATED WITH CENTRAL BIDDING. NO SCANNED COPY OF A BID BOND NOR A CHECK WILL BE ACCEPTED. THE BID RESPONSE MUST BE RECEIVED EITHER MANUALLY, IN A SEALED ENVELOPE WITH THE ORIGINAL BID SURETY AND THE ORIGINAL</p>	.1800	.18



DATE: 4/30/2015

Tidy Building Services, LLC

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 6

BID NO.: 50-00113157

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SIGNED BID FORM OR ELECTRONICALLY (CENTRAL BIDDING)WITH VERIFIED BID SURETY TO JEFFERSON PARISH PURCHASING DEPARTMENT ON THE DATE AND TIME INDICATED ON THE BID FORM.		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/1/2015

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

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

<b>PRODUCER</b> Eagan Insurance Agency, LLC 2629 N. Causeway Blvd. P. O. Box 8590 Metairie LA 70002		<b>CONTACT</b> NAME: Lisa Neathamer PHONE (A/C, No. Ex): (504) 836-9600 E-MAIL ADDRESS: neathamerl@eaganins.com FAX (A/C, No): (504) 836-9621	
<b>INSURED</b> Tidy Building Services, LLC 609 W. William David Parkway Suite 202 Metairie LA 70005		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Mesa Underwriters Specialty INSURER B: Scottsdale Insurance Company INSURER C: LUBA INSURER D: INSURER E: INSURER F:	
		NAIC # 12472	

**COVERAGES**

CERTIFICATE NUMBER: 15-16 Revised cert

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		MP0017003001203	9/19/2014	9/19/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		MP0017003001203	9/19/2014	9/19/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 10,000			XBS0043813	9/19/2014	9/19/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	028000019145115	3/31/2015	3/31/2016	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Contract#55-00014406-Certificate Holder-The Parish of Jefferson, its Districts, Departments and Agencies under the Direction of the Parish President and the Parish Council. Jefferson Parish Environmental Affairs 1546-B Gretna Blvd Harvey, LA 70058 is named as additional insured with waiver of subrogation as required by written contracts.

**CERTIFICATE HOLDER**

EArmstrong@jeffparish.net

The Parish of Jefferson, Its Districts, De & Agencies under the Direction of the Par President & the Parish Council, Jefferson Parish Environmental Affairs  
1546-B Gretna Blvd  
Harvey, LA 70058

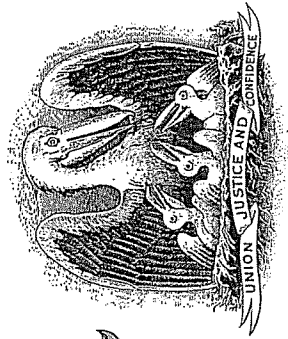
**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Ron Paulin/LISAN

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

TIDY BUILDING SERVICES, L.L.C.  
609 W. William David Pkwy., Ste. 202  
Metairie, LA 70005

is duly licensed and entitled to practice the following classifications

SPECIALTY: JANITORIAL SERVICES



Expiration Date: May 01, 2018

License No: 59546

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 2nd day of May 2015

*Will B. McCoy*

Director

*See mallett*

Chairman

*Andy Murray*

Secretary-Treasurer

This License Is Not Transferrable

**Department of Environmental Affairs**  
**Janitorial Specifications**

**Section 1.0 – Pre-Bid Conference:**

A Pre-Bid Conference and inspection of the Eastbank site shall be held on May 11, 2015, 10:00am, at the Eastbank Public Works Maintenance Facility, 4901 Jefferson Highway Suite E, Jefferson, La. 70121. All interested parties are invited to attend.

All bidders are not required to attend the Pre-Bid Conferences. Failure to attend the Pre-Bid Conferences shall not relieve the bidder of responsibility for information discussed at the conferences. These conferences are held to allow questions to be answered and to inspect the sites with the owner's representative, etc. Vendors who attend the Pre-Bid Conferences must sign the sign-in sheet.

The Pre-Bid Conferences and inspections do not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

All bidders shall visit the building site at the Pre-Bid Conference, and/or make proper arrangements with the appropriate contact person to visit the site at a later date to familiarize themselves with each site and the required work. There will be no allowance for lack of knowledge of any existing conditions.

**Section 2.0 – Scope:**

We extend this proposal to cover the furnishing of labor, materials, supplies and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated field office facilities under the jurisdiction of the Department of Environmental Affairs.

The contract will be for a period of twenty-four (24) months, beginning with the issuance of a "Notice to Proceed" (NTP), letter from the Department of Environmental Affairs. The NTP letter shall indicate the start date and the expiration date.

**Section 3.0 – Quantities/Inspection:**

Bidders must inspect the sites prior to the submission of their bid, in order to determine the square footage, configuration, existing conditions, etc., to be serviced. This contract will cover 4901 Jefferson Hwy Suite E, under the jurisdiction of the Department of Environmental Affairs, within one hundred feet (100') of the scheduled building. Failure to note the materials or work needed to be performed in accordance with the specifications does not relieve the successful bidder from the necessity of furnishing materials or performing any work without cost to the owner. There will be no allowance for lack of knowledge of any existing conditions. Require bidder to take own measurements of areas to be cleaned.

**Approximate square footage** of site to be serviced is listed below:

## **EASTBANK SITE**

1. Environmental Affairs  
Contact Michele Van Pelt Smith, 731-4612  
4901 Jefferson Hwy., Suite E  
Jefferson, LA 70121  
Approximately 5425 square feet  
Approximately 26 employees

The Environmental Affairs Department reserves the right to accept and/or reject the bid in whole.

The Environmental Affairs Department has the right to add or delete square footage for the building to be cleaned at anytime due to vacancies, additions, remodeling, etc. Jefferson Parish will pay the contractor monthly based upon the occupied square footage for that month. A five (5) day notice will be given to the successful bidder prior to the reduction or addition of services.

### **Section 4.0 – Bid Specifications:**

The successful bidder shall furnish labor, materials, supplies and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Environmental Affairs.

The contract will be for a period of twenty-four (24) months beginning with the issuance of a “Notice to Proceed” (NTP), letter from the Department of Environmental Affairs. The NTP letter shall indicate the start date and the expiration date.

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

The contractor’s employees shall, at all times, be courteous and neat in appearance while employed at these facilities. The contractor must ensure that his/her personnel cooperate with all employees and visitors of these facilities.

Identification badges provided by Jefferson Parish shall be worn at all times while the successful bidder’s employees are working in Jefferson Parish facilities. The successful bidder shall pay \$10.00 for the replacement of any lost identification badges.

THE CONTRACTOR SHALL HAVE A RESPONSIBLE SUPERVISOR AT THE LOCATION WHILE EMPLOYEES ARE WORKING. FOR SAFETY REASONS, **AT NO TIME UNDER THIS CONTRACT SHALL THE CONTRACTOR HAVE ONLY ONE (1) EMPLOYEE WORKING AT ANY LOCATION.**

The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS.

All supervisors must be able to proficiently read, write, speak, and understand the English language.

All storage areas used PROVIDED BY THE CONTRACTOR, including janitorial closets, must be kept clean and neat.

***SERVICES HAVE BEEN OUTLINED ON THE ATTACHED PAGES. THESE SERVICES INCLUDE A LIST OF DAILY, WEEKLY, MONTHLY, AND SEMI-ANNUAL SERVICES.***

#### **Section 4.1 – Hours of Work:**

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

Cleaning will be done two (2) days per week, Tuesday and Friday, between the hours of 4:30 p.m. and 10:30 p.m.; some special work may be done after normal hours or on the weekend with approval from the Department of Environmental. If cannot clean on a Tuesday or Friday, please notify department.

If a holiday falls on one of the scheduled cleaning days, the contractor should come either the day before the holiday or the day after the holiday.

Vendors must inspect the site prior to submission of their bid in order to determine the proper amount of man hours and equipment needed to properly service the facility.

#### **Section 4.2 – References:**

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

***THE SUCCESSFUL BIDDER WITHIN 10 DAYS AFTER THE BID OPENING SHALL PROVIDE A LIST OF FIVE (5) REFERENCES ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED (CONTRACTOR'S REFERENCE LIST).***

#### **Section 4.3 – Cleaning Supplies/Equipment:**

The contractor shall have an on site inventory of ample and approved cleaning supplies and equipment to include, but not limited to:

- Furniture Polish
- Disinfectant
- Cleaning Fluids
- Cleaning Cloths/Sponges
- Vacuum Cleaner
- Mops
- Brooms
- Floor Wax/Sealer/Pads
- Floor Stripper/Buffer Machine
- Telescoping Pole (if necessary for high dusting)

The contractor shall provide additional cleaning supplies and products required to perform the cleaning required in this contract.

Jefferson Parish will only provide trash can liners, trash bags, paper towels, and toilet paper.

All cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc. Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.

The successful bidder upon request shall provide MSDS sheets on all products.

No owner furnished paper towels or tissue shall be used for window cleaning.

The contractor must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily will be stored in the designated janitorial closet at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. All equipment belonging to successful bidder must be labeled and identified with the successful bidder's name at all times.

*THE SUCCESSFUL BIDDER SHALL UPON REQUEST OF THE DEPARTMENT INCLUDE A LIST OF THE EQUIPMENT THAT WILL BE STORED AT THE BUILDING ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED (EQUIPMENT STORAGE LIST).*

#### **Section 4.4. – Employees**

The Successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. All personnel engaged by the successful bidder shall be sole and exclusive employees of the successful bidder, and shall be paid by the successful bidder. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes.

#### **Section 4.5. – I-9 Forms/Background Checks & Employee Identification:**

The contractor will be required to furnish Jefferson Parish with background/criminal record checks and I-9 Forms for each employee before they start work at any location. Each and every employee shall wear a picture I.D. badge and uniform shirt or smock, furnished by the contractor. This badge must be visible and worn at all times.

#### **Section 5.0 – Performance:**

The successful bidder shall be expected to perform according to all of the specifications included with this bid. Sub-contractors will not be allowed under this contract.

“Non-Performance” shall be defined as failure to meet any requirements as specified in the Contract. Non-Performance will be at the discretion of the Jefferson Parish Department of Environmental Affairs or the Parish of Jefferson. Jefferson Parish reserves the right to reduce the monthly payment for deficiencies in services not performed.



### **Section 6.0 – Billing:**

THE CONTRACTOR SHALL SUBMIT AN INVOICE FOR THE LOCATION SERVICED UNDER THIS CONTRACT ON THE FIRST OF EACH MONTH. THE INVOICE SHALL BE SUBMITTED TO THE DEPARTMENT FOR WHICH THE WORK IS PERFORMED. THE ADDRESS AND ALL OTHER PERTINENT INFORMATION FOR BILLING WILL BE FURNISHED TO THE VENDOR IN THE NOTICE TO PROCEED (NTP).

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

### **Section 7.0 – Cleaning Area and Safety:**

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

### **Section 8.0 – Cancellation Clause:**

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

### **Section 9.0 – Surety Bond and Performance Bond:**

A surety bond in the amount of 5% of the bid amount is due with the bid. A 50% performance bond will be required at the signing of the contract.

If the successful bidder does not provide a performance bond, the project will be awarded to the next or subsequent successful bidder.

A requirement of this bid is instruction number 11 – 5% bid surety. The 5% bid surety must be in the original format of a bid bond, cashier's check or a certified check with bid response submission. If you are submitting via electronically through our on-line bidding site, Central Bidding you will need to follow the directions within the site and submit the bid bond through one of the clearing houses associated with Central Bidding. No scanned copy of a bid bond nor a check will be accepted. The bid response must be received either manually, in a sealed envelope with the original bid surety and the original signed bid form or electronically (Central Bidding) with verified bid surety to Jefferson Parish Purchasing Department on the date and time indicated on the bid form.

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS  
FACILITY MAINTENANCE**

The successful bidder (s) shall provide the necessary personnel, cleaning fluids, supplies and equipment to properly clean offices, employee areas/shelters, administrative office bathrooms, and field employee's bathrooms/locker rooms of the public works environmental department located at:

4901 Jefferson, Hwy., Suite E  
Jefferson, LA 70121

It should be noted that these offices are the base sites for public works environmental department field employees who return from field sites and track grass, dirt, mud, dust, etc. onto the floors and carpet.

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

**ALL FLOOR TILE AREAS SHALL BE CLEANED, SCRUBBED, STRIPPED, WAXED AND SEALED TO INDUSTRY STANDARDS WITHIN THIRTY (30) DAYS OF THE CONTRACT EXECUTION.**

**Vinyl Composite Tile (VCT) Floor Maintenance:**

This cost should be included in the monthly bill for the Environmental Affairs Department.

Vendor shall take his own measurements for cleaning, restoring, waxing, stripping and sealing of the floor tile and provide his own supplies and equipment for this task.

Buffing must be done every three months. Stripping, cleaning and waxing must be done on a bi-annual basis.

**TWICE PER WEEK SERVICES:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor and/or dumpsters located on the property.  
Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean all counter tops and formica walls and under the counter tops in the public and office areas.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth with glass cleaner.
7. All other interior glass and windows shall be spot cleaned.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped with cleaner.
9. Remove all trash and paper from stairwells.
10. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
11. Vacuum all carpeting.
12. Damp mop all chair mats
13. All exterior building entrances shall be cleaned and swept if needed.

**14. RESTROOMS:**

- A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, (soaps, paper towels, and toilet paper).
- B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
- C. Clean and polish mirrors.
- D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- E. Toilet seats shall be cleaned and disinfected on both sides.
- F. Wet mop and rinse restroom floors with disinfectant.
- G. All walls and toilet/urinal partitions shall be cleaned and disinfected to remove spots and splashes and dusted.
- H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- I. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners furnished by Jefferson Parish. Wipe all bathroom door handles, inside and outside with disinfectant.

**MONTHLY SERVICES:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. Vacuum around door and baseboards with an edge cleaning attachment.
5. All walls, doors, frames and baseboards shall be cleaned, as needed.
6. Interior and exterior of all trash receptacles shall be washed, as needed.
7. Stairways shall be swept and dusted for cob webs.
8. All handrails, including stairways, shall be cleaned if needed.
9. Scrub floors in restrooms with motorized scrubbing equipment.
10. Buff all vinyl composite tile flooring with vendor own supplies and equipment.

**QUARTERLY AND SEMI – ANNUAL SERVICES:**

1. All blinds and window sills shall be dusted every three (3) months.
2. All A/C vent diffusers (both supply exhaust and return) and light fixtures shall be cleaned (dusted) every three (3) months. This shall include all ceilings up to 12 feet from floor.
3. Strip and wax all vinyl composite tile flooring with vendor own supplies and equipment every six (6) months.

## CONTRACTOR'S REFERENCE LIST

Building Name -	Place St. Charles	Square Footage -	1,004,484
Address -	201 St. Charles Avenue		
City & State -	New Orleans, LA	ZIP -	70170
Contact Person -	Susan Shepherd	Title -	Property Manager
Telephone -	504-524-4444	Fax -	504-582-1425
Building Name -	Hotel Monteleone	Square Footage -	337,127
Address -	214 Royal Street		
City & State -	New Orleans, LA	ZIP -	70130
Contact Person -	Steve Caputo	Title -	Asst. General Manager
Telephone -	504-523-3341	Fax -	504-528-1019
Building Name -	Windsor Court Hotel	Square Footage -	324 Rooms
Address -	300 Gravier Street		
City & State -	New Orleans, LA	ZIP -	70130
Contact Person -	Ralph Mahana	Title -	Director of Rooms
Telephone -	504-523-6000	Fax -	504-596-4655
Building Name -	Port of New Orleans	Square Footage -	40,000
Address -	1350 Port of New Orleans Place		
City & State -	New Orleans, LA	ZIP -	70130
Contact Person -	Cynthia Swain	Title -	Director
Telephone -	504-528-3353	Fax -	504-528-3460
Building Name -	3501 N. Causeway Blvd.	Square Footage -	110,000
Address -	3501 N. Causeway Blvd.		
City & State -	Metairie, LA	ZIP -	70002
Contact Person -	Mike Hilferty	Title -	Property Manager
Telephone -	504-620-0357	Fax -	504-456-8995

# EQUIPMENT STORAGE LIST

*List all equipment to be stored on site for proper cleaning at each of the locations to be covered under this contract.*

Location	Equipment
Environmental Affairs Department	Upright Vacuum Cleaner - 1 each 44 Gallon Brute Trash Container - 1 set Water Bucket - 1 set

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** LOUISIANA

**PARISH/COUNTY OF** JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: CHARLES CHO  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized PRESIDENT of Tidy Building Services, LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00113157, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

**Choice A**   X  

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

**Choice B** \_\_\_\_\_

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



Debt Disclosures

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

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

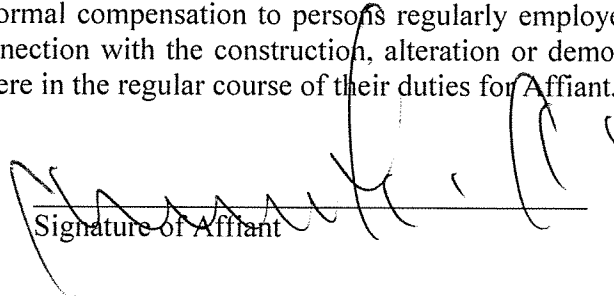
Choice B   X   There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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


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

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

  
Signature of Affiant

CHARLES CHO  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 18th DAY OF MAY, 2015.

  
Notary Public

Steven A. B. ...  
Printed Name of Notary

12874  
Notary/Bar Roll Number

My commission expires at Death

## **CAMPAIGN CONTRIBUTION DISCLOSURE**

Cynthia Lee-Sheng  
Councilwoman, District 5  
Jefferson Parish

04/29/2015

\$1,000.00

Enmon Enterprises LLC d.b.a. Jani-King of New Orleans

3545 N I-10 Service Rd Ste. 100

Metairie, LA 70002

504-441-9700

**Bid NO: 50-00113157**

**Invitation to Bid for Janitorial Services**

**May 22, 2015**



Receipt of Bid Proposal No. 50-00113157 (1 env. rec'd)

From: Enmon Enterprises dba JaniKing of New Orleans  
Company's Name

Person Received Bid: T. Smith

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

22 MAY '15 AM 10:24

*Time received is stamped on the back of this receipt.*

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

DATE: 4/30/2015

BID NO.: 50-00113157

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**

VENDOR: E. M. Enterprises LLC D.B.A. J.A. Link

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/22/2015 via **MANUALLY** or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 A117.1-1981).

DATE: 4/30/2015

BID NO.: 50-00113157

Page: 2

**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**  
**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.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

2,3,5,6,8,10,11,12,13,15

PRE-BID CONFERENCE TO BE HELD AT: Environmental Affairs 4901 Jefferson Hwy  
Suite E, Jefferson La. 70121 at 10:00am.  
ON 5/11/2015

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.

DATE: 4/30/2015

BID NO.: 50-00113157

Page: 3

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

ALL BID REQUIREMENTS NOT MET  
REJECTED

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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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. 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 or 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 (In Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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



DATE: 4/30/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00113157

## JEFFERSON PARISH

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

VENDOR: Enmon Enterprises d.b.a. Jani-King of New Orleans

BUYER: DREAMEY

Bids will be received until 11:00 AM, 5/22/2015 via MANUALLY or via online at www.jeffparish.net

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

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: #1, May 11, 2015 JD

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: Enmon Enterprises d.b.a. Jani-King of New Orleans	
SIGNATURE: (Must be signed here) JD	TITLE:
PRINT OR TYPE NAME: John D. Neal	
ADDRESS: 3545 N I-10 Service Rd.	
CITY, STATE: Metairie, LA	ZIP: 70002
TELEPHONE: 504 11441 9700	FAX: 504 11441 9709
EMAIL ADDRESS: jglambert@jani-kingco.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 858<sup>00</sup> MONTH // \$10,296 ANNUAL

DATE: 4/30/2015

Page: 5

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113157

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	TWO YEAR CONTRACT FOR LABOR , MATERIALS AND EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR:  0010 JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS.  THIS BID LINE IS FOR THE MONTHLY COST OF JANITORIAL SERVICE FOR THIS LOCATION:  RHEEM BUILDING 4901 JEFFERSON HWY - SUITE E JEFFERSON, LA 70121 AS PER THE ATTACHED SPECIFICATIONS	\$ 858 <sup>00</sup>	\$ 10,296 <sup>00</sup>
2	1.00	SQFT	0020 Provide a square footage cost for additional or deletion of square footage  to be cleaned in the Environmental Affairs Department at 4901 Jefferson Hwy Suite E. as per the attached specifications	\$ 0.14 & per sq. ft.	
3	1.00	SQFT	0030 Provide a square footage cost for additional tile and hard surface  flooring refinishing as needed, which includes everything for stripping, cleaning, waxing and buffing to include equipment and materials at the Rheem Building 4901 Jefferson Hwy Suite E.	\$ 0.30 & per sq. ft.	
4	1.00	SQFT	0040 Provide a square footage cost for carpet cleaning, as needed which includes everything to a total wet extraction at the Rheem Building, 4901 Jefferson Hwy Suite E.  PLEASE NOTE: THE BONNET CLEANING IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING  A REQUIREMENT OF THIS BID IS INSTRUCTION NUMBER 11-5% BID SURETY. THE 5% BID SURETY MUST BE IN THE ORIGINAL FORMAT OF A BID BOND, CASHIER'S CHECK OR A CERTIFIED CHECK WITH BID RESPONSE SUBMISSION. IF YOU ARE SUBMITTING VIA ELECTRONICALLY THROUGH OUR ON-LINE BIDDING SITE, CENTRAL BIDDING YOU WILL NEED TO FOLLOW THE DIRECTIONS WITHIN THE SITE AND SUBMIT THE BID BOND THROUGH ONE OF THE CLEARING HOUSES ASSOCIATED WITH CENTRAL BIDDING. NO SCANNED COPY OF A BID BOND NOR A CHECK WILL BE ACCEPTED. THE BID RESPONSE MUST BE RECEIVED EITHER MANUALLY, IN A SEALED ENVELOPE WITH THE ORIGINAL BID SURETY AND THE ORIGINAL	\$ 0.17 & per	

ALL BID REQUIREMENTS NOT MET

REJECTED

DATE: 4/30/2015

Page: 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00113157

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>SIGNED BID FORM OR ELECTRONICALLY (CENTRAL BIDDING)WITH VERIFIED BID SURETY TO JEFFERSON PARISH PURCHASING DEPARTMENT ON THE DATE AND TIME INDICATED ON THE BID FORM.</p> <p><b>REJECTED</b> <b>ALL BID REQUIREMENTS NOT MET</b></p>		

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we Enmon Enterprises, LLC

as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America

a corporation duly organized under the laws of the State of Connecticut

as Surety, hereinafter called the Surety, are held and firmly bound unto Jefferson Parish Purchasing Department

as Obligee, hereinafter called the Obligee, in the sum of 5% of the full bid amount Dollars (\$5%), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Janitorial and custodial duties of various areas in the Enviromental Building BID# 50-00113157.

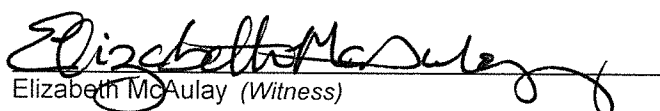
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 21<sup>st</sup> day of May, 2015.

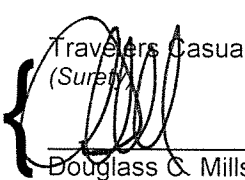
\_\_\_\_\_  
(Witness)

Enmon Enterprises, LLC  
(Principal)

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

  
Elizabeth McAulay (Witness)

Travelers Casualty and Surety Company of America  
(Seal)

  
Douglass C. Mills (Title)



## POWER OF ATTORNEY

Farmington Casualty Company  
 Fidelity and Guaranty Insurance Company  
 Fidelity and Guaranty Insurance Underwriters, Inc.  
 St. Paul Fire and Marine Insurance Company  
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
 Travelers Casualty and Surety Company  
 Travelers Casualty and Surety Company of America  
 United States Fidelity and Guaranty Company

Attorney-In Fact No. 220686

Certificate No. 006086146

**KNOW ALL MEN BY THESE PRESENTS:** That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Douglass C. Mills, Charlie L. Eshleman, R. Parke Ellis, W. Anderson Baker III, and Robert A. LeBreton

of the City of New Orleans, State of Louisiana, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 6th day of November, 2014.

Farmington Casualty Company  
 Fidelity and Guaranty Insurance Company  
 Fidelity and Guaranty Insurance Underwriters, Inc.  
 St. Paul Fire and Marine Insurance Company  
 St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company  
 Travelers Casualty and Surety Company  
 Travelers Casualty and Surety Company of America  
 United States Fidelity and Guaranty Company



State of Connecticut  
 City of Hartford ss.

By: Robert L. Raney  
 Robert L. Raney, Senior Vice President

On this the 6th day of November, 2014, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.  
 My Commission expires the 30th day of June, 2016.



Marie C. Tetreault  
 Marie C. Tetreault, Notary Public

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

## **DEDUCTIBLES**

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

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

## **UMBRELLA LIABILITY COVERAGE**

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

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**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.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



A requirement of this bid is instruction number 11 – 5% bid surety. The 5% bid surety must be in the original format of a bid bond, cashier's check or a certified check with bid response submission. If you are submitting via electronically through our on-line bidding site, Central Bidding you will need to follow the directions within the site and submit the bid bond through one of the clearing houses associated with Central Bidding. No scanned copy of a bid bond nor a check will be accepted. The bid response must be received either manually, in a sealed envelope with the original bid surety and the original signed bid form or electronically (Central Bidding) with verified bid surety to Jefferson Parish Purchasing Department on the date and time indicated on the bid form.

**Department of Environmental Affairs**  
**Janitorial Specifications**

**Section 1.0 – Pre-Bid Conference:**

A Pre-Bid Conference and inspection of the Eastbank site shall be held on May 11, 2015, 10:00am, at the Eastbank Public Works Maintenance Facility, 4901 Jefferson Highway Suite E, Jefferson, La. 70121. All interested parties are invited to attend.

All bidders are not required to attend the Pre-Bid Conferences. Failure to attend the Pre-Bid Conferences shall not relieve the bidder of responsibility for information discussed at the conferences. These conferences are held to allow questions to be answered and to inspect the sites with the owner's representative, etc. Vendors who attend the Pre-Bid Conferences must sign the sign-in sheet.

The Pre-Bid Conferences and inspections do not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

All bidders shall visit the building site at the Pre-Bid Conference, and/or make proper arrangements with the appropriate contact person to visit the site at a later date to familiarize themselves with each site and the required work. There will be no allowance for lack of knowledge of any existing conditions.

**Section 2.0 – Scope:**

We extend this proposal to cover the furnishing of labor, materials, supplies and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated field office facilities under the jurisdiction of the Department of Environmental Affairs.

The contract will be for a period of twenty-four (24) months, beginning with the issuance of a "Notice to Proceed" (NTP), letter from the Department of Environmental Affairs. The NTP letter shall indicate the start date and the expiration date.

**Section 3.0 – Quantities/Inspection:**

Bidders must inspect the sites prior to the submission of their bid, in order to determine the square footage, configuration, existing conditions, etc., to be serviced. This contract will cover 4901 Jefferson Hwy Suite E, under the jurisdiction of the Department of Environmental Affairs, within one hundred feet (100') of the scheduled building. Failure to note the materials or work needed to be performed in accordance with the specifications does not relieve the successful bidder from the necessity of furnishing materials or performing any work without cost to the owner. There will be no allowance for lack of knowledge of any existing conditions. Require bidder to take own measurements of areas to be cleaned.

**Approximate square footage** of site to be serviced is listed below:

**EASTBANK SITE**

1. Environmental Affairs  
Contact Michele Van Pelt Smith, 731-4612  
4901 Jefferson Hwy., Suite E  
Jefferson, LA 70121  
Approximately 5425 square feet  
Approximately 26 employees

The Environmental Affairs Department reserves the right to accept and/or reject the bid in whole.

The Environmental Affairs Department has the right to add or delete square footage for the building to be cleaned at anytime due to vacancies, additions, remodeling, etc. Jefferson Parish will pay the contractor monthly based upon the occupied square footage for that month. A five (5) day notice will be given to the successful bidder prior to the reduction or addition of services.

**Section 4.0 – Bid Specifications:**

The successful bidder shall furnish labor, materials, supplies and equipment necessary to provide a twenty-four (24) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Environmental Affairs.

The contract will be for a period of twenty-four (24) months beginning with the issuance of a "Notice to Proceed" (NTP), letter from the Department of Environmental Affairs. The NTP letter shall indicate the start date and the expiration date.

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

The contractor's employees shall, at all times, be courteous and neat in appearance while employed at these facilities. The contractor must ensure that his/her personnel cooperate with all employees and visitors of these facilities.

Identification badges provided by Jefferson Parish shall be worn at all times while the successful bidder's employees are working in Jefferson Parish facilities. The successful bidder shall pay \$10.00 for the replacement of any lost identification badges.

THE CONTRACTOR SHALL HAVE A RESPONSIBLE SUPERVISOR AT THE LOCATION WHILE EMPLOYEES ARE WORKING. FOR SAFETY REASONS, **AT NO TIME UNDER THIS CONTRACT SHALL THE CONTRACTOR HAVE ONLY ONE (1) EMPLOYEE WORKING AT ANY LOCATION.**

The contractor will be responsible for **TURNING ALL LIGHTS OFF and LOCKING ALL DOORS.** The contractor will also be responsible for **ARMING ANY ALARM SYSTEMS.**

All supervisors must be able to proficiently read, write, speak, and understand the English language.

All storage areas used PROVIDED BY THE CONTRACTOR, including janitorial closets, must be kept clean and neat.

***SERVICES HAVE BEEN OUTLINED ON THE ATTACHED PAGES. THESE SERVICES INCLUDE A LIST OF DAILY, WEEKLY, MONTHLY, AND SEMI-ANNUAL SERVICES.***

#### **Section 4.1 – Hours of Work:**

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

Cleaning will be done two (2) days per week, Tuesday and Friday, between the hours of 4:30 p.m. and 10:30 p.m.; some special work may be done after normal hours or on the weekend with approval from the Department of Environmental. If cannot clean on a Tuesday or Friday, please notify department.

If a holiday falls on one of the scheduled cleaning days, the contractor should come either the day before the holiday or the day after the holiday.

Vendors must inspect the site prior to submission of their bid in order to determine the proper amount of man hours and equipment needed to properly service the facility.

#### **Section 4.2 – References:**

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

***THE SUCCESSFUL BIDDER WITHIN 10 DAYS AFTER THE BID OPENING SHALL PROVIDE A LIST OF FIVE (5) REFERENCES ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED (CONTRACTOR'S REFERENCE LIST).***

#### **Section 4.3 – Cleaning Supplies/Equipment:**

The contractor shall have an on site inventory of ample and approved cleaning supplies and equipment to include, but not limited to:

- Furniture Polish
- Disinfectant
- Cleaning Fluids
- Cleaning Cloths/Sponges
- Vacuum Cleaner
- Mops
- Brooms
- Floor Wax/Sealer/Pads
- Floor Stripper/Buffer Machine
- Telescoping Pole (if necessary for high dusting)

The contractor shall provide additional cleaning supplies and products required to perform the cleaning required in this contract.

Jefferson Parish will only provide trash can liners, trash bags, paper towels, and toilet paper.

All cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc. Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.

The successful bidder upon request shall provide MSDS sheets on all products.

No owner furnished paper towels or tissue shall be used for window cleaning.

The contractor must furnish and supply all equipment necessary to perform cleaning, vacuuming, and polishing as required in this contract. Equipment used daily will be stored in the designated janitorial closet at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. All equipment belonging to successful bidder must be labeled and identified with the successful bidder's name at all times.

*THE SUCCESSFUL BIDDER SHALL UPON REQUEST OF THE DEPARTMENT INCLUDE A LIST OF THE EQUIPMENT THAT WILL BE STORED AT THE BUILDING ON THE PROVIDED FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED (EQUIPMENT STORAGE LIST).*

#### **Section 4.4. – Employees**

The Successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. All personnel engaged by the successful bidder shall be sole and exclusive employees of the successful bidder, and shall be paid by the successful bidder. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes.

#### **Section 4.5. – I-9 Forms/Background Checks & Employee Identification:**

The contractor will be required to furnish Jefferson Parish with background/criminal record checks and I-9 Forms for each employee before they start work at any location. Each and every employee shall wear a picture I.D. badge and uniform shirt or smock, furnished by the contractor. This badge must be visible and worn at all times.

#### **Section 5.0 – Performance:**

The successful bidder shall be expected to perform according to all of the specifications included with this bid. Sub-contractors will not be allowed under this contract.

“Non-Performance” shall be defined as failure to meet any requirements as specified in the Contract. Non-Performance will be at the discretion of the Jefferson Parish Department of Environmental Affairs or the Parish of Jefferson. Jefferson Parish reserves the right to reduce the monthly payment for deficiencies in services not performed.

**Section 6.0 – Billing:**

THE CONTRACTOR SHALL SUBMIT AN INVOICE FOR THE LOCATION SERVICED UNDER THIS CONTRACT ON THE FIRST OF EACH MONTH. THE INVOICE SHALL BE SUBMITTED TO THE DEPARTMENT FOR WHICH THE WORK IS PERFORMED. THE ADDRESS AND ALL OTHER PERTINENT INFORMATION FOR BILLING WILL BE FURNISHED TO THE VENDOR IN THE NOTICE TO PROCEED (NTP).

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

**Section 7.0 – Cleaning Area and Safety:**

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

**Section 8.0 – Cancellation Clause:**

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

**Section 9.0 – Surety Bond and Performance Bond:**

A surety bond in the amount of 5% of the bid amount is due with the bid. A 50% performance bond will be required at the signing of the contract.

If the successful bidder does not provide a performance bond, the project will be awarded to the next or subsequent successful bidder.

A requirement of this bid is instruction number 11 – 5% bid surety. The 5% bid surety must be in the original format of a bid bond, cashier's check or a certified check with bid response submission. If you are submitting via electronically through our on-line bidding site, Central Bidding you will need to follow the directions within the site and submit the bid bond through one of the clearing houses associated with Central Bidding. No scanned copy of a bid bond nor a check will be accepted. The bid response must be received either manually, in a sealed envelope with the original bid surety and the original signed bid form or electronically (Central Bidding) with verified bid surety to Jefferson Parish Purchasing Department on the date and time indicated on the bid form.

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS  
FACILITY MAINTENANCE**

The successful bidder (s) shall provide the necessary personnel, cleaning fluids, supplies and equipment to properly clean offices, employee areas/shelters, administrative office bathrooms, and field employee's bathrooms/locker rooms of the public works environmental department located at:

4901 Jefferson, Hwy., Suite E  
Jefferson, LA 70121

It should be noted that these offices are the base sites for public works environmental department field employees who return from field sites and track grass, dirt, mud, dust, etc. onto the floors and carpet.

Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a cellular telephone to be easily contacted, and must be available to visit the tenants to resolve complaints no later than 3:30 p.m. that day.

**ALL FLOOR TILE AREAS SHALL BE CLEANED, SCRUBBED, STRIPPED, WAXED AND SEALED TO INDUSTRY STANDARDS WITHIN THIRTY (30) DAYS OF THE CONTRACT EXECUTION.**

**Vinyl Composite Tile (VCT) Floor Maintenance:**

This cost should be included in the monthly bill for the Environmental Affairs Department.

Vendor shall take his own measurements for cleaning, restoring, waxing, stripping and sealing of the floor tile and provide his own supplies and equipment for this task.

Buffing must be done every three months. Stripping, cleaning and waxing must be done on a bi-annual basis.

**TWICE PER WEEK SERVICES:**

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor and/or dumpsters located on the property.  
Note: INSTALL NEW TRASH LINERS FURNISHED BY JEFFERSON PARISH AS NEEDED.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with a germicidal detergent and polish after cleaning.
5. Clean all counter tops and formica walls and under the counter tops in the public and office areas.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth with glass cleaner.
7. All other interior glass and windows shall be spot cleaned.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped with cleaner.
9. Remove all trash and paper from stairwells.
10. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
11. Vacuum all carpeting.
12. Damp mop all chair mats
13. All exterior building entrances shall be cleaned and swept if needed.

**14. RESTROOMS:**

- A. Restroom receptacles shall be filled in all bathrooms, including private bathrooms, (soaps, paper towels, and toilet paper).
- B. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
- C. Clean and polish mirrors.
- D. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- E. Toilet seats shall be cleaned and disinfected on both sides.
- F. Wet mop and rinse restroom floors with disinfectant.
- G. All walls and toilet/urinal partitions shall be cleaned and disinfected to remove spots and splashes and dusted.
- H. Scour and disinfect all basins, bowls, and fixtures. Polish all bright work.
- I. Empty sanitary napkin receptacles and damp wipe with disinfectant. Install paper liners furnished by Jefferson Parish. Wipe all bathroom door handles, inside and outside with disinfectant.

**MONTHLY SERVICES:**

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. Vacuum around door and baseboards with an edge cleaning attachment.
5. All walls, doors, frames and baseboards shall be cleaned, as needed.
6. Interior and exterior of all trash receptacles shall be washed, as needed.
7. Stairways shall be swept and dusted for cob webs.
8. All handrails, including stairways, shall be cleaned if needed.
9. Scrub floors in restrooms with motorized scrubbing equipment.
10. Buff all vinyl composite tile flooring with vendor own supplies and equipment.



**QUARTERLY AND SEMI – ANNUAL SERVICES:**

1. All blinds and window sills shall be dusted every three (3) months.
2. All A/C vent diffusers (both supply exhaust and return) and light fixtures shall be cleaned (dusted) every three (3) months. This shall include all ceilings up to 12 feet from floor.
3. Strip and wax all vinyl composite tile flooring with vendor own supplies and equipment every six (6) months.

# CONTRACTOR'S REFERENCE LIST

Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -

List all equipment to be stored on site for proper cleaning at each of the locations to be covered under this contract.

Locations to be covered under this contract.	
Location	Equipment
Environmental Affairs Department	



## JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

May 11, 2015

### ADDENDUM # 1

Bid No.: 50-00113157

Bid Opening Date: 05/22/2015  
Extended Date:

For: Two year contract for janitorial service.

Instruction number 15 is included in this bid. The bid form was omitted from the packet. Attached are the non-public work bid affidavit and instructions. The low bidder must return the completed, signed and notarized affidavit no later than 10 days after the bid opening. Failure to comply will cause the bid to be rejected.

Sincerely,

A handwritten signature in cursive script, reading "Donna Reamey", is written over a horizontal line.

Donna Reamey, Buyer I  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

## **Non-Public Works Bid Affidavit Instructions**

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

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid****AFFIDAVIT**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity),  
the party who submitted a bid in response to Bid Number \_\_\_\_\_, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.