



clean force

To: Jefferson Parish Purchasing Department  
Attention: Shanna Folse, Purchasing Specialist  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, La 70053

From: Clean Force, LLC  
3300 W. Esplanade, Suite 101  
Metairie, Louisiana 70002

Contents: **BID**  
Bid No. 50-00147445 Janitorial services at seventeen library buildings for the  
Jefferson Parish Library Department  
DUE: 2:00PM CENTRAL TIME, APRIL 17<sup>TH</sup>, 2025

DATE: 3/05/2025

Page: 6

BID NO.: 50-00147445

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF June 2028.

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

June 1, 2025

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

76661

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Clean Force, LLC

ADDRESS: 3300 W. Esplanade Avenue Suite 101

CITY, STATE: Metairie, LA ZIP: 70002

TELEPHONE: ( 504 ) 200-9990 FAX: ( ) n/a

EMAIL ADDRESS: Jennifer@CleanForceLLC.com

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

Acknowledge Receipt of Addenda: NUMBER: 1, dated 3/28/25

NUMBER: 2, dated 4/8/25

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 1,620,797.52

AUTHORIZED SIGNATURE: Jennifer L. Garin

Jennifer L. Garin

Printed Name

TITLE: Owner

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Three (3) Year Contract to Provide Janitorial Services at Seventeen (17) Library Buildings for the Jefferson Parish Library Department</p> <p>0010 - EBR - Provide separate monthly pricing for janitorial services at the following location:</p> <p>Eastbank Regional Library/ Administration Building 4747 W. Napoleon Ave. Metairie, LA 70001 (approx 135,000 SQ FT)</p> <p>*ATTACHMENT "A"</p>	\$ 17,820.00	\$ 641,520.00
2	10,608.00	HR	<p>0020 - EBR - J - Provide hourly cost for Janitorial service at the EastBank Regional Library and Administrative Offices for Monday through Thursday - beginning at 9:00 am until 9:00 pm (12 hours per day), Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p>	\$ 14.50	\$ 153,816.00
3	36.00	MO	<p>0030 - GRT - Provide separate monthly pricing for janitorial service at:</p> <p>Gretna Library 102 Willow Drive Gretna, LA 70053 (APPROX 5,600 SQ FT)</p> <p>ATTACHMENT "K"</p>	\$ 784.00	\$ 28,224.00
4	36.00	MO	<p>0040 - HAR - Provide separate monthly pricing for janitorial services at:</p> <p>Harahan Library</p> <p>219 Soniat Avenue</p> <p>Harahan, LA 70123 (APPROX 3,000 SQ FT)</p> <p>ATTACHMENT "B"</p>	\$ 420.00	\$ 15,120.00
5	36.00	MO	<p>0050 - LAF - Provide separate monthly pricing for janitorial services at:</p> <p>Lafitte Library 4917 City Park Drive Suite B Lafitte, LA 70067 (APPROX 4,500 SQ FT)</p> <p>"ATTACHMENT " L"</p>	\$ 630.00	\$ 22,680.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	36.00	MO	0060 - LKS - Provide separate monthly pricing for janitorial services at: Lakeshore Library 1000 W. Esplanade Avenue Metairie, LA 70005 (APPROX 7,680 SQ FT)  ATTACHMENT "E"	\$ 1,075.00	\$ 38,707.00
7	36.00	MO	0070 - LOA - Provide separate monthly pricing for janitorial services at:  Live Oak Library 125 Acadia Drive Waggaman, LA 70094 (APPROX 5,412 SQ FT)  ATTACHMENT "M"	\$ 758.00	\$ 27,276.00
8	36.00	MO	0080 - NKL - Provide separate monthly pricing for janitorial services  at: North Kenner Library 630 W. Esplanade Avenue Kenner, LA 70065 (APPROX 9,350 SQ FT)  ATTACHMENT "D"	\$ 1,309.00	\$ 47,124.00
9	36.00	MO	0090 - MET - Provide separate monthly pricing for janitorial services  at: Old Metairie Library 2350 Metairie Road Metairie, LA 70001 (APPROX 10,000 SQ FT)  ATTACHMENT "F"	\$ 1,400.00	\$ 50,400.00
10	36.00	MO	0100 - ROS - Provide separate monthly pricing for janitorial services at:  Rosedale Library 4036 Jefferson Highway Jefferson, LA 70121 (APPROX 7,138 SQ FT)  "ATTACHMENT "G"	\$ 999.00	\$ 35,976.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	36.00	MO	0110 - TER - Provide separate monthly pricing for janitorial services  at: Terrytown Library 680 Heritage Avenue Terrytown, LA 70056 (APPROX 7,625 SQ FT)  ATTACHMENT "N"	\$ 1,068.00	\$ 38,430.00
12	36.00	MO	0120 - WGN - Provide separate monthly pricing for janitorial services  at: Wagner Library 6646 Riverside Drive Metairie, LA 70003 (APPROX 6,400 SQ FT)  ATTACHMENT "H"	\$ 896.00	\$ 32,256.00
13	36.00	MO	0130 - WES - Provide separate monthly pricing for janitorial services  at: Westwego Library 635 Fourth Street Westwego, LA 70094 (APPROX 7,183 SQ FT)  ATTACHMENT "O"	\$ 1,006.00	\$ 36,202.00
14	36.00	MO	0140 - WBR - Provide separate monthly pricing for janitorial services  at: Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, LA 70058 (APPROX 35,000 SQ FT)  ATTACHMENT "T"	\$ 4,620.00	\$ 166,320.00
15	10,608.00	HR	0150 - WBR - J -Provide hourly cost for janitorial service at the  Jan OBrien Chatelain West Bank <b>Regional Library, for Monday through Thursday; beginning at 9:00 am until 9:00 pm (12 hours per day); Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</b>	\$ 14.50	\$ 153,816.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	36.00	MO	0160 - RVR - Provide separate monthly pricing for janitorial services  at: River Ridge Library 8825 Jefferson Highway River Ridge, LA 70123 (APPROX 10,000 SQFT)  ATTACHMENT "C"	\$ 1,400.00	\$ 50,400.00
17	36.00	MO	0170 - BTR - Provide separate monthly pricing for janitorial services  at: Belle Terre Library 5550 Belle Terre Road Marrero, LA 70072 (APPROX 7,375 SQ FT)  ATTACHMENT "J"	\$ 1,033.00	\$ 37,170.00
18	36.00	MO	0180 - AVD - Provide separate monthly pricing for janitorial services  at: Avondale Library 558 Avondale Garden RD Avondale, LA 70094 (APPROX 4,500 SQ FT)  NOTE: This building is in the final phase of construction and will open during this contract period.	\$ 700.00	\$ 25,200.00
19	36.00	MO	0190 - e-Branch - Provide separate monthly pricing for janitorial services at: e-Branch 11312 Jefferson Highway River Ridge, LA 70123 (APPROX 4,000 SQ FT)  Note: This library is in the early design phase of construction and should open during this contract period	\$ 560.00	\$ 20,160.00



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	1.00	EA	<p>0200 - Provide a square footage cost for the addition or deletion of</p> <p>square footage to be cleaned at any of the buildings to be covered under this contract.</p> <p>Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)  North Kenner Library (9,350 SQFT)  Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,183 SQFT)  Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)  Avondale Library (4,500 SQFT)  eBranch - Jefferson Highway (4,000 SQFT)</p>	\$ 0.14	\$ 0.14
21	1.00	EA	<p>0210 - Provide a square footage cost for Sunday cleaning (on request) at any of the buildings to be covered under this contract.</p> <p>Prior approval from the Library Property Manager would be necessary.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)  North Kenner Library (9,350 SQFT)  Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,138 SQFT)  Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)  Avondale Library (4,500 SQFT)  eBranch - Jefferson Highway (4,000 SQFT)</p>	\$ 0.16	\$ 0.16

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147445

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	1.00	EA	<p>0220 - Provide a square footage cost for emergency cleaning after</p> <p>regular hours, ie, fire, smoke, water, vandalism, etc at any of the buildings under this contract.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)  North Kenner Library (9,350 SQFT)  Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,183 SQFT)  Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)  Avondale Library (4,500 SQFT)  eBranch - Jefferson Highway (4,000 SQFT)</p>	\$ 0.25	\$ 0.25
23	1.00	EA	<p>0230 - Provide a square footage cost for hot water extraction carpet cleaning, at any of the buildings to be covered under this contract, on an as-needed basis.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)  North Kenner Library (9,350 SQFT)  Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,183 SQFT)  Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)  Avondale Library (4,500 SQFT)  eBranch - Jefferson Highway (4,000 SQFT)</p>	\$ 0.29	\$ 0.29



Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Jennifer L. Garin, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized owner of Clean Force, LLC (Entity), the party who submitted a bid in response to Bid Number 50-00147445, 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

Jennifer L. Garin  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 9th DAY OF April, 2025.

  
Notary Public

MARK A. Rhodes Sr.  
Printed Name of Notary

Notary ID: 151803  
Notary/Bar Roll Number

My commission expires Lifetime Commission.



## Corporate Resolution

### EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF CLEAN FORCE, LLC

AT THE MEETING OF DIRECTORS OF Clean Force, LLC DULY NOTICED AND HELD ON April 9th, 2025 A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED, IT WAS RESOLVED THAT Jennifer L. Garin BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE CITY OF KENNER OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

  
\_\_\_\_\_  
SECRETARY

4/9/25  
\_\_\_\_\_  
DATE





# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

### JEFFERSON PARISH VENDOR REGISTRATION FORM

All vendors interested in submitting bids, or proposals to provide equipment, materials, supplies, services or performing major repairs/construction for Jefferson Parish must complete this form and indicate commodity codes applicable to their business. This application **MUST** be accompanied with vendor's signed W-9 Form (or W-8IMY Form if an international vendor) and a listing of applicable commodity codes. This application will not be processed otherwise. In order to receive payments within one (1) day of payment processing, please complete Vendor Direct Deposit Form available online at <http://purchasing.jeffparish.net> and email to [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net). If a Vendor Direct Deposit Form is not received, you will receive a paper check via the mail.

Name of Business: Clean Force, LLC		
Physical Address: 3300 W. Esplanade, Suite 101		Remittance Address: Same
City: Metairie	State: La	Zip: 70002
Phone Number ( ) 504-200-9990	Fax Number: ( ) N/A	
Email Address (REQUIRED): Jennifer@cleanforcellc.com	Federal Identification Number (REQUIRED): 72-1494335	
Nature of Business: Commercial janitorial		
Trade, Specialty, or Professional Licenses: Contractors license		

Please check one:

Corporation: ☒ Individual: ☐ Partnership: ☐ Other: ☐ \_\_\_\_\_

Authorized to do Business in Louisiana: Yes: ☒ No: ☐

PAGE 1 of 3

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

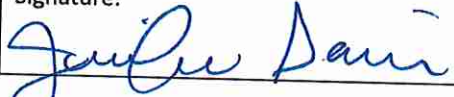
CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's including, MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs. Please indicate below as applicable:

DBE: ☒ MBE: ☐ WBE: ☒ SBE: ☐

Vendors registering to conduct business with Jefferson Parish hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics as well as applicable Jefferson Parish ethical standards and Jefferson Parish standard terms and conditions. Further, it shall be the duty of every applicant for certification of eligibility for a parish contractor 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.

Vendor Contact Name: <b>Jennifer Garin</b>	Title: <b>Owner</b>
Signature: 	Date: <b>4/9/25</b>

**Prospective bidders are strongly encouraged to register for our e-procurement web portal.** All bids are uploaded onto this portal for review and response. There is no cost to register, view, download and submit bids. For more information on this and other bid information, please visit the Jefferson Parish Purchasing Department webpage located at <http://purchasing.jeffparish.net> or you can directly go to our e-procurement portal at [www.jeffparishbids.net](http://www.jeffparishbids.net). Vendors will be automatically notified of solicitations for commodities which they have registered to receive.

Jefferson Parish uses the National Institute for Governmental Procurement Commodity Codes to notify prospective bidders of solicitations to which they would be interested in. By selecting the appropriate commodity codes and listing them on Page 3 of this application, prospective bidders may be notified of current solicitations. Please go to at <http://purchasing.jeffparish.net> for a complete list of commodity codes and enter in the form below.

PAGE 2 of 3

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
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GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)





# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

COMMODITY CODE ENROLLMENT

COMMODITY	COMMODITY DESCRIPTION
561720	Janitorial Services

State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
**225.925.4704**

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

Name	Type	City	Status
CLEAN FORCE, L.L.C.	Limited Liability Company	METAIRIE	Active

#### Previous Names

**Business:** CLEAN FORCE, L.L.C.  
**Charter Number:** 35033664K  
**Registration Date:** 1/29/2001

#### Domicile Address

3300 WEST ESPLANADE  
SUITE 101  
METAIRIE, LA 70002

#### Mailing Address

C/O JENNIFER L. GARIN  
3300 WEST ESPLANADE  
METAIRIE, LA 70002

### Status

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 1/29/2001  
**Last Report Filed:** 12/30/2024  
**Type:** Limited Liability Company

### Registered Agent(s)

<b>Agent:</b>	JENNIFER GARIN
<b>Address 1:</b>	3300 WEST ESPLANADE
<b>Address 2:</b>	SUITE 101
<b>City, State, Zip:</b>	METAIRIE, LA 70002
<b>Appointment Date:</b>	12/16/2014

### Officer(s)

Additional Officers: No

<b>Officer:</b>	JENNIFER GARIN
<b>Title:</b>	Member
<b>Address 1:</b>	3300 WEST ESPLANADE
<b>Address 2:</b>	SUITE 101
<b>City, State, Zip:</b>	METAIRIE, LA 70002

**Amendments on File (5)**

<b>Description</b>	<b>Date</b>
Appointing, Change, or Resign of Officer	8/11/2011
Domestic LLC Agent/Domicile Change	8/26/2011
Domestic LLC Agent/Domicile Change	5/30/2013
Domestic LLC Agent/Domicile Change	12/16/2014
Appointing, Change, or Resign of Officer	5/31/2017

[Print](#)



**Request for Taxpayer  
Identification Number and Certification**

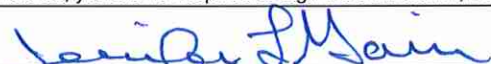
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Clean Force, LLC</b>	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>PO Box 7250</b> <b>6</b> City, state, and ZIP code <b>Metairie, La 70010</b> <b>7</b> List account number(s) here (optional)	<b>Requester's name and address (optional)</b>

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.  <b>Note:</b> If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<b>Social security number</b> <table border="1"><tr><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td></tr></table> or <b>Employer identification number</b> <table border="1"><tr><td>7</td><td>2</td><td>-</td><td>1</td><td>4</td><td>9</td><td>4</td><td>3</td><td>3</td><td>5</td></tr></table>					-						7	2	-	1	4	9	4	3	3	5
				-																	
7	2	-	1	4	9	4	3	3	5												

<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	<b>Sign Here</b> Signature of U.S. person  Date <b>4/11/25</b>
---	---

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





CLEAN-5

OP ID: TM

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2025

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 have ADDITIONAL INSURED provisions or 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> Morrison Insurance Agency, Inc 4444 York Street, Suite 201 Metairie, LA 70001 Paul R. Maddox, III		504-888-9393		<b>CONTACT NAME:</b> Paul R. Maddox, III	
				<b>PHONE (A/C, No, Ext):</b> 504-888-9393	<b>FAX (A/C, No):</b> 504-888-9996
				<b>E-MAIL ADDRESS:</b> tmaddox@morrison-ins.com	
				<b>INSURER(S) AFFORDING COVERAGE</b>	
				<b>INSURER A:</b> Axis Surplus Insurance Company	<b>NAIC #</b> 26620
				<b>INSURER B:</b> Houston Specialty Ins Co	12936
				<b>INSURER C:</b> Retailers Casualty Ins Co	10718
				<b>INSURER D:</b>	
				<b>INSURER E:</b>	
				<b>INSURER F:</b>	

**INSURED**  
Clean Force, LLC  
1820 L & A Road  
Metairie, LA 70001

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			SP005641012024	05/15/2024	05/15/2025	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
A	<input checked="" type="checkbox"/> Pollution			SP005641012024	05/15/2024	05/15/2026	MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Pollution \$ 1,000,000
B	<b>AUTOMOBILE LIABILITY</b>			HSLR18-09243-00	06/01/2024	06/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			SX005642012024	05/15/2024	05/15/2025	EACH OCCURRENCE \$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 4,000,000
	DED <input type="checkbox"/> RETENTION \$						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			0999-12924	06/19/2024	06/19/2025	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<b>Professional Lia.</b>			SP005641012024	05/15/2024	05/15/2025	Professio \$ 1,000,000

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

## CERTIFICATE HOLDER

## CANCELLATION

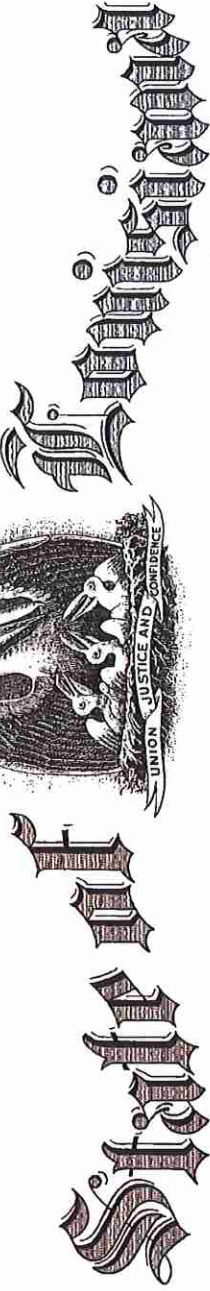
Jefferson Parish Library  
4747 West Napoleon Ave  
Metairie, LA 70001

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

*Paul R. Maddox III*





## State Licensing Board for Contractors

Clean Force, L.L.C.  
1820 L And A Road  
Metairie, LA 70001

This is to Certify that:

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING; LIMITED  
SPECIALTY SERVICES



Expiration Date: February 6, 2025

License No: 76661

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 6th day of February 2024

  
Chairman

  
Treasurer

Director

This License Is Not Transferrable





Mayor LaToya Cantrell  
City of New Orleans

**New Orleans Aviation Board**

Hon. Michael G. Bagneris  
Chairman

Doug Thornton  
Vice-Chairman

Hon. Neil C. Abramson  
Todd Francis  
Chief Justice (Ret.) Bernette J. Johnson  
Ruth Kullman  
Joseph Nicolosi, Jr.  
Roger H. Ogden  
Gary L. Smith, Sr.

Kevin C. Dolliole  
Director of Aviation

P. O. Box 20007  
New Orleans, LA 70141

P: 504-303-7800  
F: 504-303-7566

[www.flymsy.com](http://www.flymsy.com)

December 27, 2024

Ms. Jennifer L. Garin  
Clean Force, LLC  
1820 L and A Road  
Jefferson, LA 70001

Re: 2024 Annual Update

Dear Ms. Garin:

The Louis Armstrong New Orleans International Airport (LANOIA) has received your firm's Disadvantaged Business Enterprise (DBE) and Small Business Element (SBE) annual affidavit. Based on the information which you provided, it has been confirmed that your firm continues to meet the eligibility requirements of our program and remains certified for only the following, specific service types and work categories that fall under the listed NAICS and/or DOTD Work codes:

**Service(s):**

PROCUREMENT/GOODS & SERVICES  
SUPPLIERS

**Area(s) of Work:**

043 - Supply of Safety Equipment  
045 - Janitorial Supplies  
423390 - Other Construction Material Merchant Wholesalers  
423840 - Industrial Supplies Merchant Wholesalers  
423850 - Service Establishment Equipment and Supplies Merchant Wholesalers  
561720 - Janitorial Services  
B45 - Janitorial Services

*Please, note, per the federal regulations, only 60% of the value of the materials provided by suppliers and 100% of a broker's fees, not the item(s) procured, may count towards goal credit. Also, note, any contractor performing electrical, mechanical and plumbing work in excess of \$10,000, and any other contractor performing work in excess of \$50,000, requires a Louisiana Contractor's License. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information. All participants of the Louisiana Unified Certification Program will recognize your firm's*

certification. This includes all entities receiving federal transportation funding within the boundaries of our state.

You will be required to submit an annual affidavit with all supporting documents (**federal, business taxes with all attachments, such as 1098, 1099, K-1's and/or W-2's**) stating your firm continues to meet the eligibility requirements of the program. An e-mail informing you to submit the necessary documentation will be forwarded to you approximately six (6) weeks prior to your anniversary date of **December 11, 2025**. However, should you not receive notification from this office to submit your annual affidavit; it is your responsibility to contact us. Additionally, you must notify our office immediately regarding any changes which affect the social and economic disadvantage, size, ownership or control of your firm.

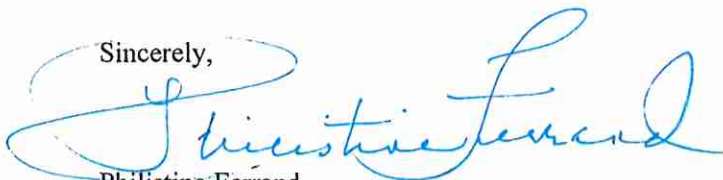
The Urban League of Louisiana Center for Entrepreneurship & Innovation has been contracted to provide DBE Supportive Services to all certified DBEs in the LAUCP at no cost to you. This consultant can offer your firm assistance and guidance on areas such as marketing, estimating, bidding, financial preparations, etc. Contact Klassi Duncan with Urban League of Louisiana Center for Entrepreneurship and Innovation at (504) 620-9647 for any assistance needed to grow your organization.

We reserve the right to withdraw certification, if, at any time, it is determined that certification was knowingly obtained by the submission of false, misleading or incorrect information. We further reserve the right to request additional information and/or conduct an on-site visit at any time during your certification period.

We are pleased to have you as a participant in the LAUCP and wish you much success.

If you have any questions regarding the content of this letter, contact the LANOIA DBE Office at (504) 303-7611.

Sincerely,



Philistine Ferrand  
DBE Liaison Officer  
philisti@flymsy.com - 504.303.7610 - 504.303.7614 fax

PF/SW



# LOUISIANA UNIFIED CERTIFICATION PROGRAM

## Disadvantaged Business Enterprise (DBE) Program

### Small Business Element (SBE)

*This is to certify that under Title 49, Part 26, of the Code of Federal Regulations & under the State of Louisiana United Certification Program (LAUCP)*

## Clean Force, LLC

Is a Certified Disadvantaged Business Enterprise (DBE) in the following specialties:

**045, 043, 423840, 423850, 561720, B45**

NOTE: There may be other approved NAICS codes. The online DBE Directory includes a complete list of approved codes.

**Certificate Eligibility: December 11, 2024 to December 11, 2025**

*This certificate is valid through the above dates provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.*

**Philistine Ferrand, DBE Liaison Officer (DBELO)**

*Louis Armstrong New Orleans International Airport*





hereby grants

# National Women's Business Enterprise Certification

to

CLEAN FORCE, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: April 30, 2015  
Expiration Date: April 30, 2026  
WBENC National Certification Number: 2005126654

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - South, a WBENC Regional Partner Organization.

Authorized by Phala Mire, President Women's Business Enterprise Council - South

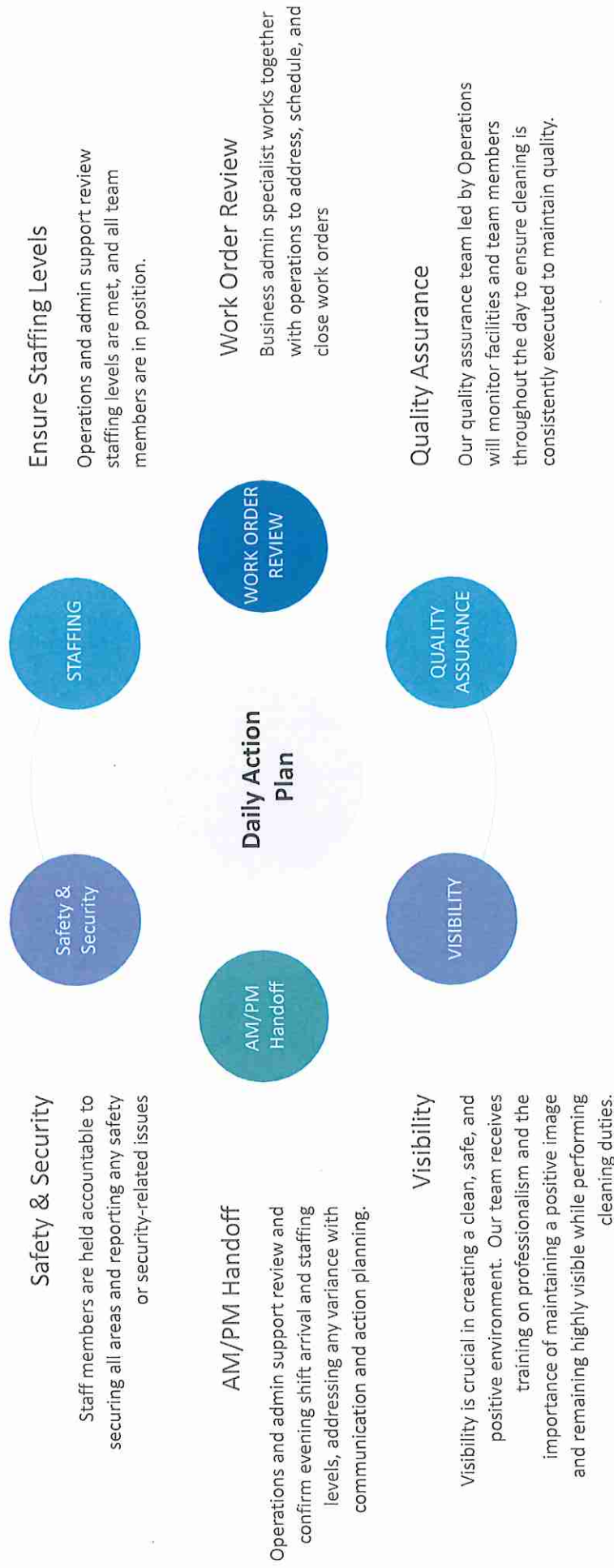


NAICS: 561720, 423850, 424130, 424690  
UNSPSC: 47000000, 47120000, 47130000, 76000000, 76110000

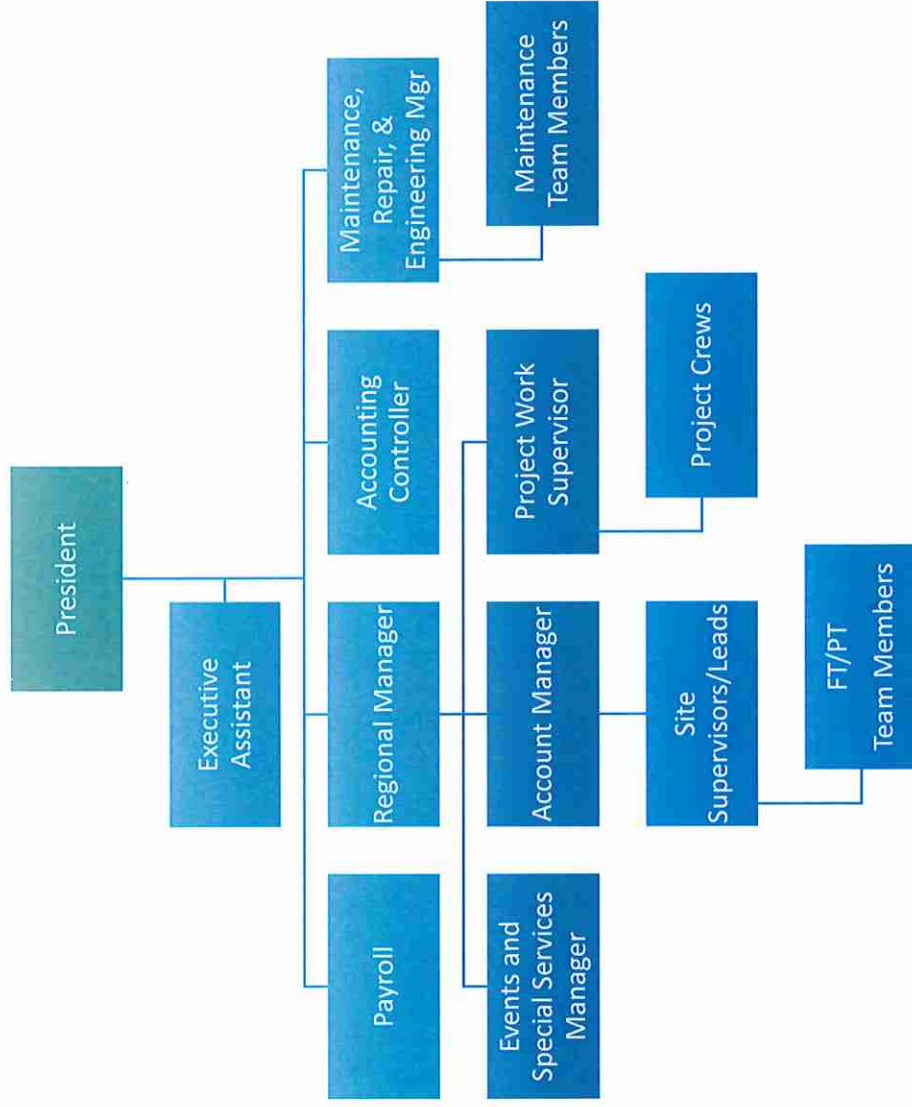




# Day-to-Day Excellence & Support



## Clean Force Management Structure





# Training

01

Right person, right seat. Proper training starts with recruiting the right staff members. Attitude, appearance, and maintenance.

02

Effective communication skills – how to interact with tenants and staff.

03

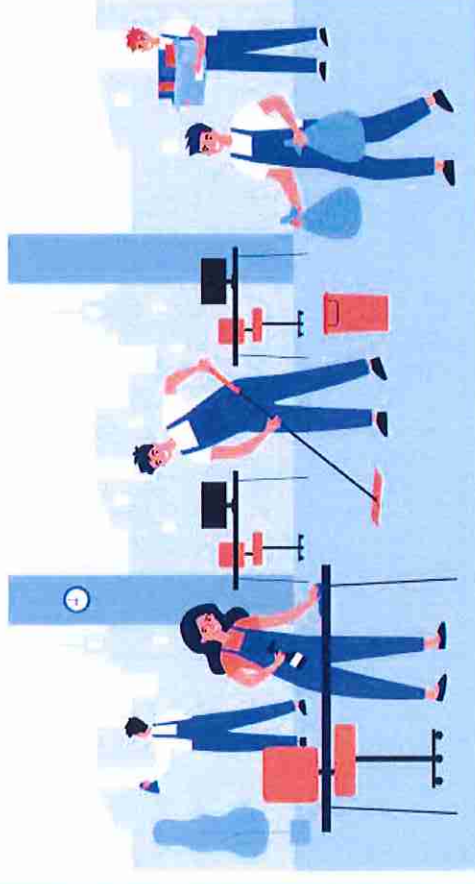
Quality and consistency, discipline, appearance, overall conduct.

04

At base level, understand the scope of work and execute consistently. Cornerstone of which is supervision and accountability.

05

Situational Awareness – See something say something.



# Wages & Employees



## Benefits

Robust healthcare benefits with 50% costs covered by ER, Paid holidays, 40 hrs/yr PTO at no cost to Customer.



## Wages

Regularly assess market pay data and correlate trends to outperform competitors for key and high-visibility roles.



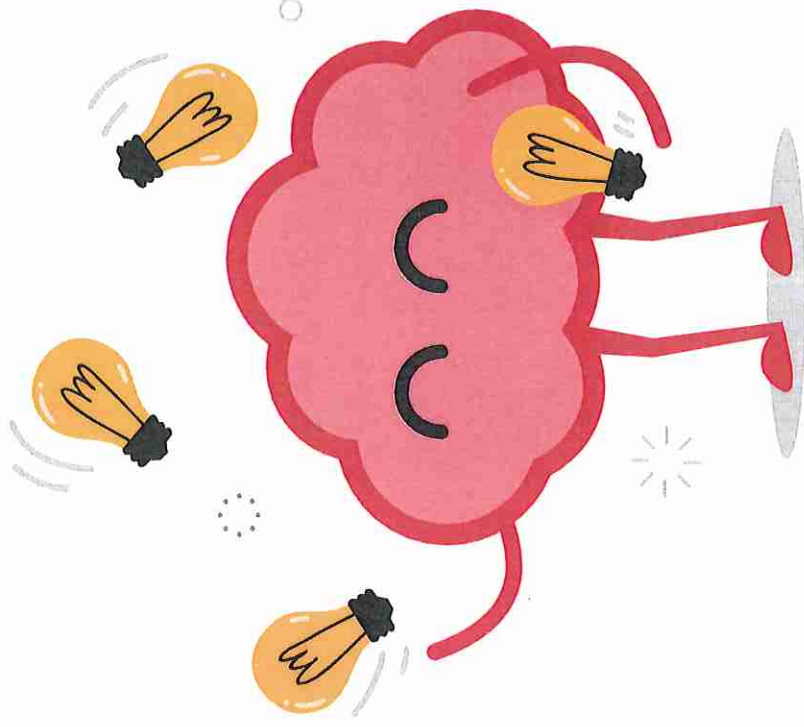
## Path to Growth & Advancement

Semi-annual performance reviews allow for direct reports to assess performance and provide performance- and CPI-based increases.



## Employee Recognition & Retention Program

Employees want to be seen and heard. Our "Achievement Plus" Program recognizes and rewards exceptional performance and fosters a positive workplace culture. Rewards include additional PTO days, gift cards, and personalized letter/call from the President of Company.



# Screening & Security



## Background Checks

All employees are subject to standard background screening.

## Drug Free Workplace

Full time staff are subject to drug screening upon hire and random drug testing.

## Federal Requirements

Specific background requirements for sensitive areas and tenants can be facilitated. General practice is to ensure all FTEs are subject to the screening for redundancy purposes.

## Site Security

Facility teams are required to sign in and sign out any access cards or keys. ConnectTeam technology allows for geo-fenced confirmation.