



CENTRALBIDDING
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Central Bidding Time: Thu December 22, 2016 2:02:42 PM GMT-6

Location: **St. Gabriel > Louisiana > USA**

Name: **Tameshi Hasten**

Email: **virtualproductgroup@outlook.com**

Address: **4555 MLK Pkwy**

Zip code: **70776**

Contact number: **2253944546**

Official Company/Business Name: **Virtual Product Group**

Are you registered with the State of Louisiana as a Disadvantaged Business Enterprise (DBE)?: **No**

Is your company owned by a female?: **Yes**

Is your company owned by a minority?: **Yes**

Louisiana Contractor ID#: **61338**

NIGP Codes: (Commodity code categories) **07117 - Buses and Vans, Prisoner Transport (Incl. Special Components)**

20810 - Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc.

91039 - Janitorial/Custodial Services

94682 - Tax Services (Including Tax Preparation, Advisory Services, etc.)

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Central Auction House, LTD



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Central Bidding Time: Thu December 22, 2016 2:02:57 PM GMT-6

Place a Bid for 5000118244 - THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR FACILITIES UNDER THE JURISDICTION OF THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT

Please enter your best bid proposal for this project

Louisiana Contractor ID#

61338

Enter all information required on the outside of the sealed envelope in the box below

<p>Bid Number 50-00118244</p> <p>Janitorial Services for the Jefferson Parish East Bank Consolidated Fire Department</p> <p>Bid Due: December 22, 2016 @ 2:00 pm</p> <p>Jefferson Parish Purchasing Department</p> <p>200 Derbigny Street</p> <p>General Government Building, Suite 4400</p> <p>Gretna, LA 70053</p> <p>Buyer Name: Misty A. Camardelle</p> <p>Buyer Email: mcamardelle@ieffparish.net</p>	

Bid Bond #

Jefferson Parish Vendor #:

27985

Upload Attachment(s)

While this site accepts various file types, sizes and quantities, the preferred method for delivering all of the appropriate and required bid documents is one single scanned PDF file. Vendors submitting bids with multiple uploaded images/photos of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, the bidder's submission will be rejected. Please note all requirements in this bid package for electronic bid submission.

Upload a file

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Bid Number 50-00118244

**THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR FACILITIES
UNDER THE JURISDICTION OF THE JEFFERSON PARISH EAST BANK
CONSOLIDATED FIRE DEPARTMENT**

BID DUE: DECEMBER 22, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

*****POSTPONING OPENING OF EB LOCATION TO JANUARY 9th, 2017*****

In an effort to enhance services to our vendor community, the Purchasing Department will begin maintaining an EB Office location in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Beginning January 9, 2017 bidders may submit bid responses to this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages.** Please note that all bid openings will continue at 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Other Changes Continued:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, **affidavits are required with bid submission.** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly. These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

**Three (3) Year Contract for Janitorial Services at
East Bank Consolidated Fire Department Headquarters,
834 S. Clearview Pkwy., Jefferson, LA 70123**

1.0 Scope:

The vendor shall provide all labor, materials, and equipment to provide a three (3) year contract for Janitorial services for East Bank Consolidated Fire Department (E.B.C.F.D.) at 834 S. Clearview Pkwy., Jefferson, LA 70123

2.0 Pre-bid conference:

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 10:00 am on December 12, 2016 at East Bank Consolidated Fire Department Headquarters, 834 S. Clearview Pkwy., Jefferson, LA 70123. 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.

3.0 Performance bond:

A performance bond will be required in the amount of 50% of the total contract. The successful bidder must provide a performance bond at the signing of the contract.

4.0 Licensing:

Bidding vendors shall possess a Louisiana State License Contractor's License in the specialty of Janitorial services and/or Non-hazardous waste treatment and removal.

5.0 Hours of work and rules:

The performance of all work under this contract shall not begin before 4:30 p.m. each day and shall end by 10:30 each night. All cleaning work must be done Monday thru Friday. Some special work may be done after normal hours or on weekends with approval from E.B.C.F.D.

The successful bidder's employees will not be allowed to have visitors or to bring children to the job site. The successful bidder shall have a responsible supervisor at this location while employees are working. The supervisor must be able to

proficiently read, write, speak and understand the English language. For safety reasons, at no time under this contract shall the successful bidder have only one employee working at this location.

Identification badges provided by the Fire Department shall be worn at all times while the successful bidder's employees are working in this facility. The successful bidder shall pay \$20.00 for replacement of any lost identification badges.

The successful bidder will be required to furnish the fire department with background /criminal record checks and I-9 forms for each employee before they start work at this location. Every employee shall wear a uniform shirt or smock, furnished by the successful bidder.

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

The successful bidder shall have an onsite inventory of ample and approved supplies to include but not limited to:

- Floor wax & stripper
- Furniture polish
- Disinfectant
- Cleaning fluids
- Paper towels
- Toilet paper
- Clear Plastic trash bags
- Black plastic trash bags
- Hand soap
- Paper liners for sanitary napkin receptacles

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

The successful bidder 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 closets as

assigned by E.B.C.F.D. All equipment must be safe, in good condition and able to perform the function it was designed for with maximum efficiency.

The successful bidder will be responsible for turning all lights off and locking all doors where indicated. The successful bidder will also be responsible for arming any alarms systems. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged a \$100.00 penalty, which is separate from the performance rating outlined in Section 7.0. This penalty will be deducted from the month's invoice in which it was received.

All storage areas provided by E.B.C.F.D. and used by the successful bidder shall be kept clean and neat at all times. Failure to perform this task will result in one (1) written warning. Failure to comply after the one warning will result in a fifty (50%) percent point deduction in that month's inspection report.

6.0 Performance:

Daily services:

1. All interior and exterior trash receptacles, with black can liners, shall be emptied and trash removed to the trash dumpster located on the property.
2. All interior receptacles used for recycling with clear can liners, shall be emptied and contents removed to the recycle dumpster located on the property.

Note: Install new trash liners furnished by the successful contractor as needed.

1. All ashtrays and cigarette butt receptacles shall be emptied and cleaned.
2. All floor mats and floors under mats shall be cleaned.
3. Clean water fountains with a germicidal detergent and polish after cleaning.
4. Clean all counter tops.
5. Clean elevator door and frame, as well as inside walls and floor.
6. All entrance glass doors and windows shall be totally cleaned inside and out with a soft, clean, lint free cloth using glass cleaner.
7. All interior glass doors and windows shall be cleaned using a clean soft lint free cloth with glass cleaner.
8. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped using a neutral cleaner.
9. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.

10. Vacuum all carpeting.
11. Damp wipe table tops and seats in kitchen area using a disinfectant cleaner.
12. Restrooms:
 - A. Restroom dispensers shall be filled, (hand soap, paper towels, toilet paper).
 - B. Empty trash receptacle and wipe with germicidal disinfectant cleaner.
 - 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 partition walls shall be cleaned to remove spots and splashes.
 - H. Scour and disinfect all basins, bowls and fixtures. Polish all bright work.
 - I. Empty sanitary napkin receptacles and damp wipe with disinfectant. Replace paper liner.
13. Paper and trash shall be removed from stairwells, all landings to be swept and damp mopped as necessary.
14. All exterior building entrances shall be cleaned and swept as needed.

Weekly services:

1. Dust all surfaces of Desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
2. All toilet/urinal partitions shall be washed and disinfected.
3. Interior partition glass shall be cleaned with a soft, clean lint free cloth and glass cleaner.

Monthly services:

1. Dust up to 12 foot 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. All walls, doors, frames and base boards shall be cleaned as necessary.
5. Interior and exterior of all trash receptacles shall be cleaned as necessary.
6. Stairways shall be swept and dusted for cob webs.
7. All hand rails including stairwells shall be cleaned as necessary.
8. Scrub floors in restrooms with motorized scrubbing equipment.

7.0 Performance rating:

The successful bidder shall be expected to perform all work and services according to these specifications which is part of this bid.

There will be a 30 day grace period before performance inspections begin. After this time the Fire Dept. will conduct daily, weekly, or monthly inspections in order to determine the degree of performance. At the end of the month the property manager and a representative of the janitorial company will inspect the facility together to do a performance evaluation using the form attached to these specifications, which is labeled "**Janitorial Services Performance Rating**".

Therefore, the E.B.C.F.D. reserves the right to reduce the monthly payment for these services by the percentage ranking of the inspection report and level of performance. For example, if E.B.C.F.D. inspected the facility and ranked the contractor 78%, E.B.C.F.D. would then remit to the successful bidder 78% of their bill for these services. However if the successful bidder gets a rating of 90% or above the successful bidder will receive 100% of their monthly fee.

8.0 Cleaning area and safety:

The job site must be clean and free of all litter and debris daily and upon the 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 job site daily, because storage will not be permitted on the premises.

Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

9.0 Adding or removing square footage:

E.B.C.F.D. reserves the right to add or remove Square footage in this contract. Resulting in a reduction or increase in cost per square foot within this contract.

10.0 Cancellation Clause:

E.B.C.F.D. reserves the right to cancel the entire contract at any time and for any reason by issuing a thirty (30) day notice to the successful bidder.

Janitorial Services Performance Rating

LOBBY/ENTRANCE (25)		RESTROOMS (70)	
Elevators/ Elevator Doors	<input type="checkbox"/>	Soap Dispensers	<input type="checkbox"/>
Doors/Glass	<input type="checkbox"/>	Trash Containers	<input type="checkbox"/>
Tile/Carpet	<input type="checkbox"/>	Napkin Containers	<input type="checkbox"/>
Corners/Edges	<input type="checkbox"/>	Walls	<input type="checkbox"/>
Furnishing	<input type="checkbox"/>	Stalls	<input type="checkbox"/>
OFFICES (70)		TILETS	
Corners/Edges	<input type="checkbox"/>	Urinals	<input type="checkbox"/>
Baseboards	<input type="checkbox"/>	Basins	<input type="checkbox"/>
Low Dusting	<input type="checkbox"/>	Under Basins	<input type="checkbox"/>
High Dusting	<input type="checkbox"/>	Counter Area	<input type="checkbox"/>
Desks/Chairs	<input type="checkbox"/>	Bright Work	<input type="checkbox"/>
Walls/Vertical Surfaces	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>
Light Switches	<input type="checkbox"/>	Floors	<input type="checkbox"/>
Blinds	<input type="checkbox"/>	Corners/Edge	<input type="checkbox"/>
Partition Glass	<input type="checkbox"/>	QUESTIONS (35)	
Stairs	<input type="checkbox"/>	Has vendor corrected past problems?	<input type="checkbox"/>
Trash Containers	<input type="checkbox"/>	Have vendor/client communicated weekly?	<input type="checkbox"/>
Tile	<input type="checkbox"/>	Are supply closets in order?	<input type="checkbox"/>
Carpet	<input type="checkbox"/>	What is the appearance of the equipment?	<input type="checkbox"/>
Water Fountains	<input type="checkbox"/>	Does the vendor have adequate cleaning supplies?	<input type="checkbox"/>
MISCELLANEOUS (15)		Are MSDS sheets kept with janitorial supplies?	<input type="checkbox"/>
	<input type="checkbox"/>	Do employees have and display I.D. badges?	<input type="checkbox"/>
	<input type="checkbox"/>		

NOTES/COMMENTS

Total Points Possible

Deductions

Total Possible Score

Total Actual Score

Percentage Rating

Contract Price

Invoice Total

Company

J.P. Representative

Date

A SCORE TOTAL OF 90% OR ABOVE RESULTS IN FULL PAYMENT

DATE: 11/23/2016

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00118244

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

Page: 1

BUYER: MCamardelle@jeffparish.net

* BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 12/22/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

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

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

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

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

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

DATE: 11/23/2016

BID NO.: 50-00118244

Page: 2

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

2, 3, 4, 5, 6, 8, 10, 11, 12, 15

PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY. JEFFERSON, LA
AT 10:00 AM
ON 12/12/2016

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

DATE: 11/23/2016

Page: 5

BID NO.: 50-00118244

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 12/22/2018.

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

1/15/2017

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

61338

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Xpert Cleaning Service DBA Virtual Cleaning Group

ADDRESS: 4555 MLK Parkway

CITY, STATE: St. Gabriel LA ZIP: 70776

TELEPHONE: 225 394 4543 FAX: 225 819 7629

EMAIL ADDRESS: virtual product group @ outlook .com

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

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: Tameshia Haster

Tameshia Haster

Printed Name

TITLE: CEO

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.: 50-00118244

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICES FOR FACILITIES UNDER THE JURISDICTION OF THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT</p> <p>0001 - GENERAL CLEANING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES: ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>VENDOR IS RESPONSIBLE FOR TAKING THEIR OWN MEASUREMENTS.</p>	8,300-	298,800
2	1.00	SQFT	<p>0002 - COST FOR GENERAL CLEANING FOR ANY ADDITIONAL SQUARE FOOTAGE OUTSIDE THE REALM OF THE MONTHLY COST</p>	.12 MONTHLY	.12 MONTHLY
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING TO DO WET EXTRACTION.</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	.14 monthly	.14 monthly

CORPORATE RESOLUTION

xpert CS DBA Virtual Cleaning Group
EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Virtual Cleaning Group
INCORPORATED, DULY NOTICED AND HELD ON 12.1.16.
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Tameshia Haster, 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 PARISH OF JEFFERSON 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 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-TREASURER

12/2/16
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

COPY

STATE OF Louisiana

PARISH/COUNTY OF Iberville

BEFORE ME, the undersigned authority, personally came and appeared: Tameshia Hasten, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized CEO of Virtual Product Group LLC (Entity), the party who submitted a bid in response to Bid Number 50-00118244 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.

Tameshia Haster
Signature of Affiant

Tameshia Haster
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 20 DAY OF December 2016.

Kenesha Antoine
Notary Public

Kenesha Antoine
Printed Name of Notary

#86023
Notary/Bar Roll Number

My commission expires upon death.

[Print](#)

Notary Search - Detail

Name: MS. KENESHA ANTOINE
Address: 3929 FLORIDA BLVD.
BATON ROUGE, LA 70806
Phone: (225) 456-2200
Notary ID Number: 86023
Parish: EAST BATON ROUGE with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 31019
Status: Active
Commission Date: 12/07/2007
Oath Date: 11/28/2007
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE**☒ WORKER'S COMPENSATION INSURANCE**

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Virtual Product Group LLC	
	2 Business name/disregarded entity name, if different from above Virtual Product Group LLC	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 4555 MLK JR Pkwy	Requester's name and address (optional)
	6 City, state, and ZIP code St. Gabriel, LA 70776	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
8	1		-	4	3	2	7	6 5 3

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. 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 on page 3.

Sign Here	Signature of U.S. person <i>Josephia S. Houston</i>	Date ▶ <i>11-22-16</i>
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General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

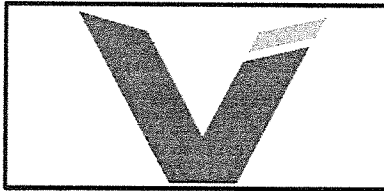
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Virtual Cleaning Group, LLC
2050 Besson Lane
Sunshine, Louisiana 70808
Cleaning Services That You Can Trust

Management

TaMeshia Hasten

President and CEO

7 years of Industry Experience
10 years of Management Experience

Managers:

Tim Hasten- Account Manager

Employees: 32 (11 will be utilized for this project)

Current Active Projects: 16

Address:

2050 Besson Lane
Sunshine, Louisiana 70780

(O) 225-394-4543
(M) 225-819-7629
(F) 225-224-6215

E-mail Address:

virtualproductgroup@outlook.com

Website:

www.VirtualProductGroup.com

NAIC Code(s):

238300 Flooring Contractors
238990 Other Specialty Trade
561720 Janitorial Services
561740 Carpet/Upholstery Cleaning
561790 Other Services to Buildings
561990 All Other Support Services
562910 Remediation Services

DUNS: 080460151

CAGE Code: 7P0Z8

Set -Asides

SBA Small Business
Women Owned Small Business
Minority Owned

Business Summary:

Virtual Cleaning Group is a company that is focused on delivering exception services to our clients through our People, Products and Services. Virtual Cleaning Group provides professional cleaning services to office, healthcare facilities, day care centers, retail and manufacturing client with single or multi-locations. Virtual Cleaning Group continues its expansion by offering post construction clearing as well. Virtual Cleaning Group matches the right team with each project and has implemented a state of the art quality control inspection system so that each client is involved in the process of his/her project. Virtual Cleaning Group was founded by TaMeshia Hasten, as a Woman Owned Small Business. X-Pert Cleaning Service also has an 8(A) Business Development Certification from SBA. We take pride in the excellent service we provide to each and every customer and we are completely dedicated to overall client satisfaction.

Products and Services:

Our Team provides expert cleaning services in the form of:

- Post Construction Cleaning
- Office Cleaning
- Move In/ Move Out Cleaning
- Carpet Cleaning/ Window Cleaning
- Floor Strip/Wax
- Parking Lot Cleaning
- Cleaning Supply Distribution/ Inventory

History:

Virtual Cleaning Group has been fully operational since 2009 and has implemented a growth strategy that diversified its services in the Commercial Marketplace. Utilizing a significant investment in establishing efficient systems and processes to hire the right people, utilize the best products and deliver exceptions clients with multiple locations. We have a wide range of experience with clients both large and small, with single and multiple locations. We provide services throughout Louisiana, Texas and Mississippi.

Customers:

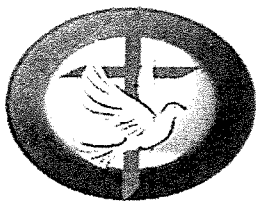
RaceTrac, Multiple Locations, 23,000 square feet
City of St. Gabriel, Office Building, Courthouse 76,000 square feet
Gordon R. Crawford, High Security areas, 55,000 square feet
Lemonie Company LLC, Construction Sites, 80,000 square feet
RCD General Contractors, Construction Sites 456,000 square feet

Unique Value Proposition:

Virtual Cleaning Group delivers to its Commercial Clients the consistency and quality service they deserve with the highest degree of integrity with a strong focus on Products and Services.

Certification:

- NMSDC-The Minority Supplier Development Council MD.DC MSDC (MBE)



Iberville Christian Center
4050 Hwy 30, St. Gabriel, LA 70776
Rev. Dr. Terry M. Hasten, Pastor
225-642-7773

January 13, 2016

Ms. TaMeshia Hasten
Virtual Cleaning Group
Virtual Cleaning Service, LLC
2050 Besson Lane,
Sunshine, LA 70812

Dear Ms. Hasten,

On behalf of Iberville Christian Center, we want to extend our sincere thanks to you and your staff for outstanding service for the last few years. The high standards of our church cleaning schedule and description of cleaning services have been more than met. The ability to flex to ICC's ever evolving schedule has been especially appreciated. Our concern centers around the sanitary nursery and classrooms, a neat and clean sanctuary, as well as an overall condition worthy of God's house.

Mr. Jackson routinely demonstrates her dedication to the condition of our church and to appreciating and sharing in our cleaning standards. She is a joy to work with and has great rapport with our staff and our congregation.

It was challenging times, losing our long term custodial to retirement, determine how to fill that need and to ensure. Assure our members that the high sanitation standards would protect our youth from common ailments. The stripping and re-waxing of the tile floors by your maintenance crew was carried out efficiently with empathy to our schedule – still looks like new even in high traffic areas.

The biggest complement from a Property moderator's perspective is on Sunday morning, when people tap you on the shoulder and offer up praises instead of complaints! The compliment is even more signification when you consider the regular use of the church thought out the week, for church functions, wedding, funerals, elections and many other local community activities.

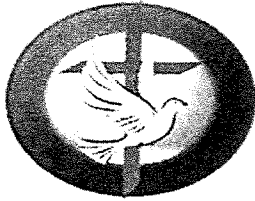
Thanks again for a very successful partnership with Iberville Christian Center this year.

Sincerely,
2015/2016 Property Ministry

Cathy Davis, Co-Moderator

Cheryl White, Co-Moderator

CC: Alex Robertson, Pastor



Iberville Christian Center
4050 Hwy 30, St. Gabriel, LA 70776
Alex Robertson, Pastor
225-642-7773

Cathy Davis, Property Ministry

Facility Type: Church, School, Tutoring Center, Sports Complex and Rental Facility

Approximate Square Footage of Facility: 225,153

Length of period Employment: 2012-current



13741 Basin Court, Baton Rouge, Louisiana 70810 (225) 205-9637

www.louisianadynasty.net

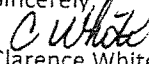
Virtual Cleaning Service, LLC
Attn: Tameshia Hasten
2050 Besson Lane
Sunshine, LA 70780

Dear Ms. Pondexter:

I am writing to tell you how please we are with the job your company has done over the last four consecutive years while providing cleaning services for 174,290 square foot sports complex on Old Gentilly Road. The quality of your company's work has not diminished since our move from the Houston Sportsplex over the summer.

Maintaining a clean building is extremely important to our tenants and customers. Your employees have been dependable, professional and courteous while performing their various cleaning duties each day. We have received repeated compliments on the appearance of the building and much of the credit lies with Virtual.

We appreciate your commitment to providing outstanding service and look forward to a continued partnership with Virtual Cleaning Service.

Sincerely,

Clarence White
Owner/President
Louisiana Dynasty
www.dynastynation@outlook.com



General Liability Policy For:

VIRTUAL PRODUCT GROUP, LLC
1443 Delplaza, Suite 12
Baton Rouge, LA 70815

Your Insurance Documents

Your Hiscox policy documents are enclosed. Please read them carefully and call us on 855-970-8255 (Mon-Fri, 8am-10pm EST) if anything needs to change.

Your Insurance documents

Declarations Page

Contains information specific to your insurance, including the limits of cover and your policy deductible.

Policy Wording

The formal terms and conditions of your coverage, subject to policy endorsements.

Endorsements

As part of your policy, these modify the Policy Wording or Declarations Page. These include relevant terms and conditions as required by your state.

Notices

Information about things which may affect your policy, such as optional terrorism coverage and individual state requirements.

Application Summary

This is the information you provided to us as part of your application. You need to make sure it's correct, and let us know if it isn't or it needs to change.

Reporting a claim

Please inform us immediately if you have a claim or loss to report. Please have your policy number available so we can handle your call quickly

Email: reportclaim@hiscox.com

Phone: 866-424-8508

Mail: Hiscox

Attn: Claims Department
520 Madison Avenue, 32nd Floor
New York, NY 10022

HISCOX

Hiscox Insurance Company Inc.

GET THE RIGHT INSURANCE. RIGHT NOW

General Liability Certificate

Register trademarks of
ACORD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/29/2016

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

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

PRODUCER Hiscox Inc 520 Madison Avenue, 32nd Floor New York, NY 10022	CONTACT NAME: Berkshire Hathaway Group	PHONE (A/C, No, Ext): 800-969-5454	FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED VIRTUAL PRODUCT GROUP, LLC 4333 Delplaza, Suite 12 Baton Rouge, LA 70815	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hiscox Insurance Company		10200
	INSURER B: NorGUARD Insurance Company		31470
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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
X	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
X	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$ 100,000
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE OTH-ER \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	XPWC601757	09/29/2016	09/29/2017	E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER**CANCELLATION**

BROADMOOR PROFESSIONAL CENTER, LLC
1700 City Farm Drive
Baton Rouge, LA 70806

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

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📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name EXPERT'S CLEANING IV LLC
 Mailing Address 4628 Thames Drive
 Baton Rouge, LA 70814
 Phone Number (225) 610-8223
 Email Address darlemeshelmire@hotmail.com

Active Licenses

License Number 61338
 Type Commercial License
 Status LICENSED
 Effective 04/13/2016
 Expiration 02/27/2017
 First Issued 02/27/2015

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Darlene Shelmire Freeman	ALL
SPECIALTY: JANITORIAL SERVICES	Darlene Shelmire Freeman	ALL