



Bid Number 50-00118594

**THREE (3) YEAR CONTRACT FOR JANITORIAL SERVICE AT THE
JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT
HEADQUARTERS**

BID DUE: FEBRUARY 16, 2017 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: 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

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

Other Changes Continued:

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

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

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

**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 furnish all labor, materials, and equipment to provide a thirty-six (36) month 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 February 7, 2017 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 Contractors Commercial Building License in the specialty of Janitorial Services and/or Non-Hazardous Waste Treatment and Removal. The Louisiana Contractor's License number must be on the outside of the bid envelope.

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:

- 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

The successful bidder shall include the approved supplies listed in their monthly price for general cleaning.

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 preform 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.

3. All ashtrays and cigarette butt receptacles shall be emptied and cleaned.
4. All floor mats and floors under mats shall be cleaned.
5. Clean water fountains with a germicidal detergent and polish after cleaning.
6. Clean all counter tops.
7. Clean elevator door and frame, as well as inside walls and floor.
8. All entrance glass doors and windows shall be totally cleaned inside and out with a soft, clean, lint free cloth using glass cleaner.
9. All interior glass doors and windows shall be cleaned using a clean soft lint free cloth with glass cleaner.
10. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped using a neutral cleaner.
11. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
12. Vacuum all carpeting.
13. Damp wipe table tops and seats in kitchen area using a disinfectant cleaner.
14. 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.
- 15. Paper and trash shall be removed from stairwells, all landings to be swept and damp mopped as necessary.
 - 16. 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.

In approximately 6 months, remodeling to the first floor will be completed and will need to be added to this contract. The entrance lobby by the elevator shall only be cleaned on the first floor until the remodeling is complete.

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.

11.0 Miscellaneous

This building is newly renovated and currently occupied without a Janitorial Services contract/vendor in place.

Janitorial Services Performance Rating

LOBBY/ENTRANCE (25) Elevators/ Elevator Doors <input type="checkbox"/> Doors/Glass <input type="checkbox"/> Tile/Carpet <input type="checkbox"/> Corners/Edges <input type="checkbox"/> Furnishing <input type="checkbox"/> OFFICES (70) Corners/Edges <input type="checkbox"/> Baseboards <input type="checkbox"/> Low Dusting <input type="checkbox"/> High Dusting <input type="checkbox"/> Desks/Chairs <input type="checkbox"/> Walls/Vertical Surfaces <input type="checkbox"/> Light Switches <input type="checkbox"/> Blinds <input type="checkbox"/> Partition Glass <input type="checkbox"/> Stairs <input type="checkbox"/> Trash Containers <input type="checkbox"/> Tile <input type="checkbox"/> Carpet <input type="checkbox"/> Water Fountains <input type="checkbox"/> MISCELLANEOUS (15) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	RESTROOMS (70) Soap Dispensers <input type="checkbox"/> Trash Containers <input type="checkbox"/> Napkin Containers <input type="checkbox"/> Walls <input type="checkbox"/> Stalls <input type="checkbox"/> Tiolets <input type="checkbox"/> Urinals <input type="checkbox"/> Basins <input type="checkbox"/> Under Basins <input type="checkbox"/> Counter Area <input type="checkbox"/> Bright Work <input type="checkbox"/> Mirrors <input type="checkbox"/> Floors <input type="checkbox"/> Corners/Edge <input type="checkbox"/> QUESTIONS (35) Has vendor corrected past problems? <input type="checkbox"/> Have vendor/client communicated weekly? <input type="checkbox"/> Are supply closets in order? <input type="checkbox"/> What is the appearance of the equipment? <input type="checkbox"/> Does the vendor have adequate cleaning supplies? <input type="checkbox"/> Are MSDS sheets kept with janitorial supplies? <input type="checkbox"/> Do employees have and display I.D. badges? <input type="checkbox"/>
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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: 1/18/2017
BID NO.: 50-00118594

INVITATION TO BID
THIS IS NOT AN ORDER

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JEFFERSON PARISH

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

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 2/16/2017 AND PUBLICLY OPENED THEREAFTER.

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

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

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

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

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

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

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

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

DATE: 1/18/2017

BID NO.: 50-00118594

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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).

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

**PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY., JEFFERSON, LA
70123 AT 10:00 AM
ON 2/07/2017**

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(B)(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: 1/18/2017

Page: 5

BID NO.: 50-00118594

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 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF April 01, 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

TBD

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

51119

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: EMPIRE JANITORIAL SALES + SERVICE LLC

ADDRESS: 1820 L+A Road

CITY, STATE: Metairie LA ZIP: 70001

TELEPHONE: (504) 835-5551 FAX: (504) 835-2345

EMAIL ADDRESS: CHARLIE@EMPIRENOLA.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 dated 02/10/2017

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: Charlie Lusco

TITLE: PRESIDENT / OWNER

CHARLIE LUSCO

Printed Name

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.: 50-00118594

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 SERVICE AT THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS</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 THEIR OWN MEASUREMENTS.</p> <p>WE EXTEND THIS PROPOSAL TO COVER THE FURNISHING OF LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE A THIRTY SIX (36) MONTH CONTRACT PERIOD OF JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT'S ADMINISTRATION BUILDING/HEADQUARTERS. ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p>	\$2,377.00	\$85,572.00
2	1.00	SQFT	<p>0002 - ADDITIONAL SQUARE FOOTAGE PROVIDE A COST FOR GENERAL CLEANING OF ANY ADDITIONAL SQUARE FOOTAGE, AS PER ATTACHED SPECIFICATIONS.</p>	\$0.10	\$0.10
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A PER SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING NEEDED TO DO A WET EXTRACTION</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	\$0.20	\$0.20

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

RESOLVED THAT _____, 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

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANAPARISH/COUNTY OF JEFFERSON


BEFORE ME, the undersigned authority, personally came and appeared: CHARLIE
WUSCO, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT / OWNER of EMPIRE JANITORIAL SALES + SERVICE LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00118594, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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


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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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



Signature of Affiant



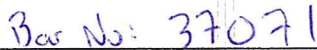
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 10th DAY OF February, 2017.


Notary Public

Printed Name of Notary



Notary/Bar Roll Number

My commission expires upon death.



COLIN C. CISCO
NOTARY PUBLIC
LSBA NO. 37071
MY COMMISSION IS FOR LIFE

Print

Notary Search - Detail

Name: MR. COLIN CISCO
Address: 4912 HARRIS AVE
METAIRIE, LA 70006
Phone: (504) 352-7937
Phone 2: (504) 352-7937
Notary ID Number: 148276
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 37071
Status: Active
Commission Date: 02/03/2017
Oath Date: 02/02/2017
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.

1. **LEGAL Firm Name:**

Empire Janitorial Sales & Services LLC

2. **COMMON Firm Name:**

Empire Janitorial Sales & Services LLC – (hereafter EJS&S)

Doing Business As:

NA

Street Address:

1820 L & A Road

City, State, Zip

Metairie Louisiana 70001

County

Jefferson

3. **CONTACT PERSON:** *(who can answer questions regarding information on this form and within the submitted proposal in response to the Solicitation):*

Mr. Al Hilton, CEO

Business Phone:

504-835-5551

Business Fax Number:

504-835-2345

E-Mail Address

al@empirenola.com

4. **Service and Value Added Service EJS&S can provide.**

Janitorial Service

Facility Maintenance

Post Construction Clean up

Bucket Trucks

Pressure Washing

Day Porters

Landscape

1st. and 2nd. Class Licensed Engineers

Skilled / Semi-Skilled Labor

Public Space Management

Dehumidification Equipment

Equipment Rental

5. Contractors License Number:

51119

6. Taxpayer Identification Number:

72-1479627

7. State of Louisiana Charter Number:

34958638 K

8. Dunn & Bradstreet Number:

05-217-8436

9. Business Volume (dollar amount) for the last fiscal year:

\$15,000,000.00

10. Number of full time, part time, project management, clerical, and Technical employees: 750
11. Years in business: 17
12. Years under present ownership: 17
13. Type of firm: Limited Liability Company
14. EJS&S is not owned or controlled by a parent or any other organization.
15. EJS&S nor any key person of the firm has filed for bankruptcy or a voluntary reorganization since the inception of the firm.
16. EJS&S has not been cited for violating state, federal, safety, sanitary or environmental laws which resulted in any lawsuits filed against the firm.
17. EJS&S has no OSHA citations, fines, or jobsite fatalities since its inception.
18. No principal, member, officer, or any key person with EJS&S has ever been formally charged with, plead guilty to, or convicted of any state or federal crime (excluding traffic violations), including but not limited to the Louisiana Procurement Code, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating.
19. EJS&S has not employed or retained any company or person, to solicit or secure any contract. EJS&S has not paid or agreed to pay any company or person, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from any contract.
20. No elected official or employee of Jefferson Parish has a financial interest, direct or indirect, in any contract held by EJS&S, including any financial interest held by a spouse, child, or parent.
21. No principal, member, officer, or any key person with EJS&S has ever been charged with or convicted of a state, federal, or civil anti-trust violation or similar offense.
22. No principal, member, officer, or key person with EJS&S is currently in default on a student loan.
23. No owner, person with an interest in firm profits, or their spouse or minor child is employed in any way by Jefferson Parish.
24. EJS&S nor any key person of the company has been suspended or debarred from conducting business with the US Government, Federal, State, Parish or Municipal Agency.
25. There are no judgments, claims, arbitration proceedings, or suits pending / out-standing against neither EJS&S nor any key person.

26. Individual(s) authorized to sign proposals, contract, or legal documents.

<u>Name of Person:</u>	<u>Position/Title:</u>	<u>%Ownership</u>
Mr. Charlie Lusco	Owner	100%
Mr. Al Hilton	Chief Executive Officer	



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

February 10, 2017

ADDENDUM # 1

Bid No.: 50-00118594

Bid Opening Date: February 16, 2017

For: Three (3) Year Contract for Janitorial Service at the Jefferson Parish East Bank Consolidated Fire Department Headquarters

CLARIFICATIONS, ADDITION.

See below, the JPFD sq. footage is for the current monthly bid price. Environmental is in the future, but you are to include the square ft. price for the future additional space. These are a close approximate measurement, not exact measurements.

For Line Item 0001:

- JPFD Second Floor = 14,658 sq ft

For Line Item 0002, to be added at a later date:

- Environmental Second Floor = 3,373 sq ft
- Environmental First Floor = 7,238 sq ft

Question: The space under construction on the 2nd floor are we figuring that as additional sq. ft. or including area in with rest of 2nd floor?

Answer: That will be covered under additional square footage, which is to be determined at a later date, once the construction is complete.

Question: Equipment and Supply drop off date. Wouldn't that date be determine by the contact kick off date? Please advise me on how to answer that question.

Answer: The equipment and supply drop off date will be determined between the awarded vendor and department upon contract acceptance. The bid form is a standard bid form and that section is designed for the purchase of supplies and materials.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

Question: Will we be email the floor Sq. Footage (Carpet/Tile)?

Answer: See above for square footage. Note that the bid for Line item 0003 calls for 1 sq. ft.

Sincerely,

Misty A. Camardelle

Misty A. Camardelle, Buyer II
Jefferson Parish Purchasing Department

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

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

A handwritten signature in blue ink, appearing to read "Charlie Luseo".

Charlie Luseo
PRESIDENT / OWNER
EMPIRE JANITORIAL SALES + SERVICE LLC



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/28/2016

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	CONTACT NAME: Stacie Nurdin
Hartwig Moss Insurance Agency	PHONE (A/C, No, Ext): (504) 525-9901
2626 Canal Street	FAX (A/C, No): (504) 569-9900
3rd Floor	E-MAIL ADDRESS: SNurdin@hmia.com
New Orleans LA 70119-6410	INSURER(S) AFFORDING COVERAGE
	INSURER A: James River Insurance
INSURED	INSURER B: Hallmark Specialty Ins Co
Empire Janitorial Sales & Service, LLC, DBA: Empire	INSURER C: Travelers Indemnity Company
1820 L and A Road	INSURER D: Technology Insurance Co
Metairie LA 70001	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL1692810008

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		000708240	3/20/2016	3/20/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X		A17401686	5/20/2016	3/20/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZUP31M2708416NF	3/20/2016	3/20/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	TWC3580186	10/30/2016	10/30/2017	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Janitorial Services Owner, Charles Lusco, is excluded from the workers compensation. Blanket Additional Insured and Waiver of Subrogation Endorsements in regards to the General Liability where required by written contract. Blanket Additional Insured in regards to the Auto Liability. Blanket Waiver of Subrogation in regards to Workers Compensation and Business Auto.

CERTIFICATE HOLDER**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

C Salaun/NURDIN

Christie B. Salaun

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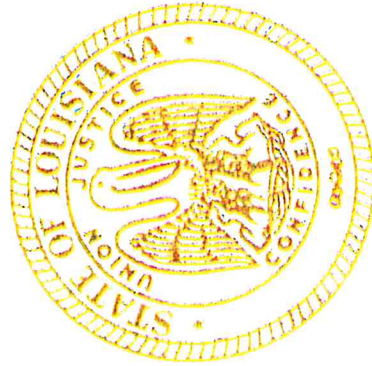
State Licensing Board for Contractors

This is to Certify that

EMPIRE JANITORIAL SALES & SERVICE, LLC
1820 Land A Road
Metairie, LA 70001

is duly licensed and entitled to practice the following classifications

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



Witness our hand and seal of the Board dated,
Baton Rouge, LA 17th day of June 2016

Will B. McCarty

Director

See note

Chairman

Will B. McCarty

Treasurer

Expiration Date: June 16, 2019

License No 51119

This License is Not Transferrable

Tom Schedler
Secretary of State

**State of
Louisiana
Secretary of
State**



COMMERCIAL DIVISION
225.925.4704

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

Name	Type	City	Status
EMPIRE JANITORIAL SALES & SERVICE, LLC	Limited Liability Company	METAIRIE	Active

Business: EMPIRE JANITORIAL SALES & SERVICE, LLC

Charter Number: 34958638K

Registration Date: 6/27/2000

Domicile Address

3510 N. CAUSEWAY BLVD., SUITE 505
METAIRIE, LA 70002

Mailing Address

C/O CHARLIE LUSCO
3510 N. CAUSEWAY BLVD., SUITE 505
METAIRIE, LA 70002

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 6/27/2000

Last Report Filed: 6/13/2016

Type: Limited Liability Company

COPY

Registered Agent(s)

Agent:	CHARLIE LUSCO
Address 1:	3510 N. CAUSEWAY BLVD., SUITE 505
City, State, Zip:	METAIRIE, LA 70002
Appointment Date:	6/27/2000

Officer(s)

Additional Officers: No

Officer:	CHARLIE LUSCO
Title:	Member
Address 1:	3510 N. CAUSEWAY BLVD., SUITE 505
City, State, Zip:	METAIRIE, LA 70002

Amendments on File (2)

Description	Date
Appointing, Change, or Resign of Officer	3/13/2002

Request for Taxpayer Identification Number and Certification

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Empire Janitorial Sales & Services LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☒ 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.
☐ 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) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3510 N. Causeway Blvd., Suite 505

6 City, state, and ZIP code
Metairie LA 70002

7 List account number(s) here (optional)

Requester's name and address (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								
7	2		-	1	4	7	9	6 2 7

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 ▶  Date ▶ **02-16-2017**

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.

REMITTER EMPIRE JANITORIAL SALES

No. 159011487

DATE February 15, 2017

Pay to the Order of JEFFERSON PARISH Amount \$ 4,278.62

**** Four Thousand Two Hundred Seventy Eight and 62/100 **** DOLLARS

CASHIER'S CHECK

Customer Copy
Non-Negotiable

YOU MAY NOT BE ABLE TO REPLACE
THIS DOCUMENT FOR 90 DAYS IF IT
IS LOST, MISPLACED OR STOLEN



No. 159011487

REMITTER EMPIRE JANITORIAL SALES

DATE February 15, 2017

Pay to the Order of JEFFERSON PARISH Amount \$ 4,278.62
**** Four Thousand Two Hundred Seventy Eight and 62/100 **** DOLLARS

CASHIER'S CHECK

BID NO:50-00118594

159011487 1055002289 360110556

Buyer Name: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683

Tom Schedler
Secretary of State

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

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

Name	Type	City	Status
EMPIRE JANITORIAL SALES & SERVICE, LLC	Limited Liability Company	METAIRIE	Active

Previous Names

Business: EMPIRE JANITORIAL SALES & SERVICE, LLC

Charter Number: 34958638K

Registration Date: 6/27/2000

Domicile Address

3510 N. CAUSEWAY BLVD., SUITE 505
METAIRIE, LA 70002

Mailing Address

C/O CHARLIE LUSCO
3510 N. CAUSEWAY BLVD., SUITE 505
METAIRIE, LA 70002

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 6/27/2000

Last Report Filed: 6/13/2016

Type: Limited Liability Company

Registered Agent(s)

Agent:	CHARLIE LUSCO
Address 1:	3510 N. CAUSEWAY BLVD., SUITE 505
City, State, Zip:	METAIRIE, LA 70002
Appointment Date:	6/27/2000

Officer(s)

Additional Officers: No

Officer:	CHARLIE LUSCO
Title:	Member
Address 1:	3510 N. CAUSEWAY BLVD., SUITE 505
City, State, Zip:	METAIRIE, LA 70002

Amendments on File (2)

Description	Date
Appointing, Change, or Resign of Officer	3/13/2002
Domestic LLC Agent/Domicile Change	7/19/2016

[Print](#)

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



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name EMPIRE JANITORIAL SALES & SERVICE, LLC ✓
Mailing Address 1820 Land A Road
Metairie, LA 70001
Phone Number (504) 835-5551
Fax Number (504) 835-2345
Email Address ethomas@empirenola.com

Active Licenses

License Number 51119 ✓
Type Commercial License
Status LICENSED
Effective 06/17/2016
Expiration 06/16/2019
First Issued 06/16/2009

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ralph Richard Lusco Jr.	ALL
BUSINESS AND LAW	Ralph Richard Lusco Jr.	ALL
SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING	Ralph Richard Lusco Jr.	ALL
SPECIALTY: JANITORIAL SERVICES ✓	Ralph Richard Lusco Jr.	ALL

u

USER NAME

PASSWORD

[Forgot Username?](#)[Forgot Password?](#)[Create an Account](#)

Entity Dashboard

[Entity Overview](#)[Entity Registration](#)

- ▶ [Core Data](#)
- ▶ [Assertions](#)
- ▶ [Reps & Certs](#)
- ▶ [POCs](#)

[Exclusions](#)

- ▶ [Active Exclusions](#)
- ▶ [Inactive Exclusions](#)
- ▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

EMPIRE JANITORIAL SALES & SERVICE LLC

DUNS: 052178436 CAGE Code: 3QLV6

Status: Expired

Expiration Date: 07/03/2008

Purpose of Registration: Cannot be determined

3510 N CAUSEWAY BLVD STE 520
METAIRIE, LA, 70002-3540 ,
UNITED STATES

Entity Overview

Entity Registration Summary

Name: EMPIRE JANITORIAL SALES & SERVICE LLC
Doing Business As: EMPIRE SERVICES
Business Type: Business or Organization
Last Updated By: None Specified
Registration Status: Expired
Activation Date: N/A
Expired On: 07/03/2008

Exclusion Summary

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.P.60.20161222-1237

WWW3



Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

BID/RFP RECEIPT

RECEIVED

Receipt of Bid/RFP Proposal No. 50-118594 2017 FEB 15 PM 1:11

From: Empire Janitorial Sales & Service JEFFERSON PARISH PURCHASING

Company's Name

Person Received Bid: R. D. Rayer

Number of Envelopes/Boxes Received: 1 Envelope

Jefferson Parish Purchasing Department
1221 Elmwood Park Blvd.
Suite 404 – Yenni Bldg.
Jefferson, LA 70121

EMPIRE JANITORIAL SALES & SERVICES LLC
1820 L & A Road
Metairie LA 70001
Contractor's License No.: 51119

JEFFERSON PARISH
PURCHASING DEPARTMENT
P. O. BOX 9
200 DERBINGY STREET
GRETNA LA 70053

Bid No.: 50-00118594 (Janitorial Service at the Jefferson Parish East Bank C Headquarters)
Bid Date: Thursday February 16, 2017
Open Time: 2:00 pm

BID ENCLOSED