

DATE: 12/27/2019

Page: 5

BID NO.: 50-00128840

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 X NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF February 28, 2020.

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 _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 51119

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Empire Janitorial Sales & Services LLC a KBS Company

ADDRESS: 3510 N. Causeway Blvd., Suite 505

CITY, STATE: Metairie LA

ZIP: 70001

TELEPHONE: (504) 835-5551

FAX: (504) 835-2345

EMAIL ADDRESS: al@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.

Addendum #1 dated December 20, 2019

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: Addendum #2 dated December 27, 2019

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 177,108.13

AUTHORIZED
SIGNATURE: _____

Charlie Lusco

Printed Name

TITLE: Chief Executive Officer

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.

*** BID REVISED PER ADDENDUM # 2 ***

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00128840

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES</p> <p>0001 Two (2) year Janitorial Contract to provide all labor, materials and equipment necessary for a twenty-four (24) month contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.</p>	\$7,378.86	\$177,092.64
2	1.00	HR	<p>0002 Day Porter Daily Rate Provide an hourly rate for a day time janitorial employee to perform regular janitorial services that are listed under the attached day time janitorial employee job description. Contractor will also be required to provide equipment for the employee to use to perform these services. Employee may be used on an hourly basis for intermittent work at various locations.</p>	\$15.00	\$15.00
3	1.00	SQFT	<p>0003 Carpet Cleaning Provide a square footage cost for carpet cleaning, as needed, which includes everything to do a total wet extraction at any of the buildings to be covered in this contract.</p> <p>Please note that the Bonnet Cleaning System is not acceptable for carpet cleaning.</p>	\$0.14	\$0.14
4	1.00	SQFT	<p>0004 Tile and Hard Surface Floor Cleaning Provide a square footage cost for tile and hard surface floor refinishing as needed, which includes everything for stripping, cleaning, waxing and buffing at any of the buildings to be covered in this contract.</p> <p>***** PLEASE BE ADVISED THAT THE 5% SURETY BOND MUST REFLECT THE TOTALS OF ALL FOUR ITEMS ABOVE. NOT JUST ITEM 0001 *****</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p> <p>*** BID REVISED PER ADDENDUM #2 ***</p>	\$0.35	\$0.35

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: _____

Charlie Lusco, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Chief Executive Officer of Empire Janitorial Sales & Services LLC a KBS Company (Entity),
the party who submitted a bid in response to Bid Number 50-00128840, 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 X there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

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

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

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

Affiant further said:

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

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

[Print](#)

Notary Search - Detail

Name: MR. PHILIP C. DE VERGES
Address: 1101 ELEONORE ST.
NEW ORLEANS, LA 70115
Phone: (504) 891-7498
Notary ID Number: 20739
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: Unknown
Status: Revoked
Commission Date: 10/13/1978
Oath Date: 10/11/1978
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

EMPIRE JANITORIAL SALES & SERVICES
LLC
3510 N. Causeway Blvd., Suite 505
Metairie, LA 70002

SURETY:

(Name, legal status and principal place
of business)

TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA
One Tower Square
Hartford, CT 06183

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

OWNER:

(Name, legal status and address)

JEFFERSON PARISH
Department of Purchasing
200 Derbigny St., Suite 4400, Gretna, LA 70053

BOND AMOUNT: Five Percent of Amount bid
(5% of Amount Bid)

PROJECT:

(Name, location or address, and Project number, if any)

Bid #50-00128840 Labor, Materials, & Equipment to Provide a Two (2) Year Janitorial
Contract for Dedicated Facilities Under the Jurisdiction of the Department of Juvenile
Services


Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

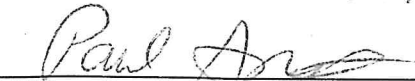
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 20th day of December, 2019



(Witness)

AN HIXTON


(Witness)

Paul Allen

EMPIRE JANITORIAL SALES & SERVICES LLC

(Principal)  (Seal)

(Title) CEO CHADISE WILCO
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

(Surety)  (Seal)

(Title) Derek J. Elston, Attorney in Fact



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Derek J. Elston of Chicago, Illinois**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut

City of Hartford ss.

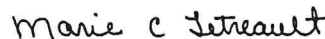
By: 
 Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2021




 Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **20th** day of **December**, 2019




 Kevin E. Hughes, Assistant Secretary


To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

ACKNOWLEDGEMENT BY SURETY

STATE OF ILLINOIS
COUNTY OF COOK

On this 20th day of December, 2019, before me, Rachel Fore, a Notary Public, within and for said County and State, personally appeared Derek J. Elston to me personally known to be the Attorney-in-Fact of and for Travelers Casualty and Surety Company of America and acknowledged that s/he executed the said instrument as the free act and deed of said Company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Notary Public in the State of Illinois
County of Cook



CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Empire Janitorial Sales & Services a KBS Company
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Empire Janitorial Sales & Services a KBS Company
INCORPORATED, DULY NOTICED AND HELD ON December 23, 2019,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Charlie Lusco, 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.

Al Hilton


SECRETARY-TREASURER

December 23, 2019

DATE

CERTIFIED RESOLUTION

On this 23rd. (1. Day) of December (2. Month), 2019 (3. Year),

I Al Hilton (4. Full name of official signing this certificate),

the Vice President (5. Title of official signing this certificate) of

of Empire Janitorial Sales & Services LLC (6. Name of company) (the "Entity") hereby

certify that Charlie Lusco (7. Full name of authorized official),

Chief Executive Officer (8. Title of authorized official) of said Entity, is

Hereby authorized and empowered to execute on behalf of said entity the proposal and/or

Contract (including amendment(s) which this Entity might enter into in connection with

Bid / Solicitation No. 50-00128840 (9. Name showing on the invitation to bid).
Janitorial Service for Dedicated Facilities / Dept of Juvenile Services

Al Hilton

(10. Signature)

Vice President

(11. Title of official signing this certificate-same as item no. 5)

State of Louisiana

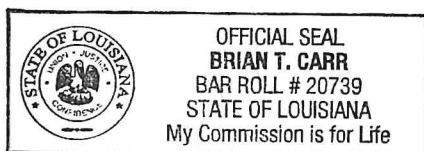
Parish/County of Jefferson

Personally appeared before me on this 23rd day of December, 2019

(Official certifying this resolution), the Vice President (title of official certifying this resolution) of Empire Janitorial Sales & Services LLC and made oath that the above is a true copy from the records.

Notary Public: [Signature]

My commission expires on: upon death



📍 600 North Street, Baton Rouge, 70802 📞 (225) 765-2301 💬 Text-To-Verify: 1 (855) 999-7896



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
Website http://www.empirenola.com

Active Licenses

License Number 51119
Type Commercial License
Status LICENSED
Effective 06/17/2019
Expiration 06/16/2020
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: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Ralph Richard Lusco Jr.	ALL



State Licensing Board for Contractors

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

This is to Certify that:

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL WASTE HANDLING;
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL



COPY

Witness our hand and seal of the Board dated,
Baton Rouge, LA 17th day of June 2019

Will S. McCoy

Director

Lee Mallett

Chairman

Andy Dumas

Treasurer

Expiration Date: June 16, 2020

License No: 51119

This License Is Not Transferrable

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☐ WORKER'S COMPENSATION INSURANCE

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☐ **COMMERCIAL GENERAL LIABILITY**

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

☐ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
03/30/2019

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

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

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT

NAME:

PHONE
(A/C. No. Ext): (866) 283-7122FAX
(A/C. No.): (800) 363-0105E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
Empire Janitorial Sales & Service, LLC
DBA: Empire Services
1820 L&A Road
Metairie LA 70001 USA

INSURER A:	Zurich American Ins Co	16535
INSURER B:	American Zurich Ins Co	40142
INSURER C:	Travelers Property Cas Co of America	25674
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 570075688796

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. Limits shown are as requested

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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GL0651003129	04/01/2019	04/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 6510032-29	04/01/2019	04/01/2020	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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			ZUP21P2450019NF	04/01/2019	04/01/2020	EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC651003029	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

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

Contract Metairie Properties: Lillibridge Healthcare Services, Inc., East Jefferson Medical Plaza, LLC, East Jefferson Medical office Building, LP., East Jefferson Medical Specialty Building LP., Jefferson Parish Hospital District 2, Parish POB 1, LLC, POB 2, LLC, Medical Center of Baton Rouge Inc.

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

Aon Risk Services Central, Inc.

Holder Identifier:

Certificate No : 570075688796

COMPANY INTRODUCTION and BACKGROUND

Empire Janitorial Sales & Services LLC a KBS Company

1. Company Introduction and Background:

- a. **Beginning 1999:** Empire Janitorial Sales & Services LLC (EJS&S) is a Louisiana domiciled company formed in 1999 by Mr. Charlie Lusco as a Janitorial Service and Supply Company with the locally focused ambition to provide the best janitorial service solutions, great customer service experience on a daily basis with the focus on continuous improvement and the understanding that the need for a clean and inviting environment is key to a healthy and happy workplace.
- b. **A Constantly Evolving Company - August 2005:** Over time in an effort to best fulfill the needs of our Client Partners it was clear that EJS&S needed a new strategy from being a Janitorial Service Company to become an Integrated Facility Service Provider. In August 2005 EJS&S entered the Facility Service market and has developed a suite of managed service offerings to its competencies that expand the value we provide, becoming one of Louisiana's largest Building Service Contractors today.
- c. **Multi State Reach:** Today EJS&S is uniquely positioned and operating in three states, Louisiana, Mississippi and Texas to meet the growing demand from our Client Partners as their single point of contact for the Facility Service solutions that we provide.
- d. **Integrity, Excellency and Innovation:** With more than 20 years of applying these ideals to our business, we have built a sound foundation of Facility Service solutions for our Client Partners.
- e. **Legal Status:** EJS&S is a resident Louisiana LLC, has qualified legally and authorized to do and doing business under the laws of the State of Louisiana, Alabama and Mississippi with an active registration in good standing as follows:



State of Louisiana
Registration
Charter #: 34958638K



State of Alabama
Registration
RES846107



State of Mississippi
Registration
#2018220546



City of Mobile AL
Registration
#112930



City of New Orleans LA
Business Registration
#105000923



Jefferson Parish LA
Occupational License
#11212843

COMPANY INTRODUCTION and BACKGROUND

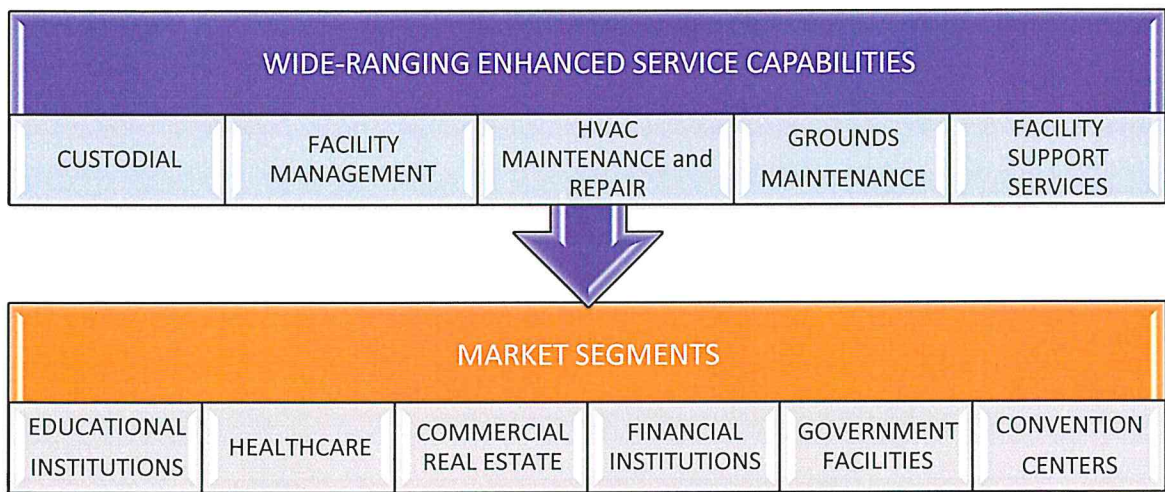
Empire Janitorial Sales & Services LLC a KBS Company

2. Primary differentiator(s) in the building service industry

- a. **Diversity and Inclusion reflected in our workforce:** Diversity and Inclusion differentiates us in the marketplace and contributes to our culture of inclusion in the workplace. EJS&S truly welcome's, values and appreciates the diversity that is *reflected in its workforce*, and the valuable work environment that diversity provides. It recognizes diverse people have different needs, different values, different characteristics, different styles and different desires in the workplace and it seeks respect, acceptance and tolerance for these differences in order to create a healthy and productive workplace.
- b. **Integrated Service Provider-Cross Market Experience-Added Value:** EJS&S is an Integrated Facility Service provider. We have the capability and experience to manage all service deliveries, administration, training, operational management, integration, innovation and provide strategic support to our Client Partners. This means that instead of having several external service companies working with various service deliveries, everything is integrated in one solution.

Perhaps best known for superior cleaning services, we can offer a comprehensive total facility management package including custodial, HVAC maintenance, landscape maintenance, post-construction clean up, plumbing and electrical work. *We are your single solution for all your facility management needs.* We provide our Client Partners with "one-stop shopping" for all their facility management needed to maintain a safe, comfortable environment for their faculty, volunteers, employees, and visitors to their facility.

Overview



COMPANY INTRODUCTION and BACKGROUND

Empire Janitorial Sales & Services LLC a KBS Company

- c. **Fleet of specialized equipment-Added Value:** The work we perform requires a commitment to specialized equipment and we own one of the largest Building Service Contractor equipment fleets in the areas we serve. The equipment possibilities available to our client partners are unlimited.

Our New Orleans LA maintenance warehouse oversees the maintenance and service of our equipment to ensure that the fleet is consistently ready to go. Below is just a sampling to the equipment we operate and have available at any time day or night.

EJS&S Bucket Truck



EJS&S Street Sweeper



EJS&S pressure Washer



EJS&S Front End Loaders



EJS&S Roll Off Containers



Different business sectors have very specific needs. Regardless of the business, EJS&S Cross-Market experience means we can customize our solutions to meet any facility needs our client partners may have.

Al Hilton
Vice President



- d. **Contractor License-Added Value:** EJS&S is licensed (51119) by the State of Louisiana Licensing Board of Contractors in the following classifications: (i) Building Construction; (ii) Industrial Cleaning and Material / Handling; (iii) Specialty-Janitorial Services.
- e. **Employee Training and Development-Added Value:** EJS&S is ISSA Cleaning Industry Training Standard (CITS) Certified. Our Janitorial Training Program is a leader in the facility services industry for delivering exceptional training to its Team Members.

Over time, these Team Members will become integrated into the JP Juvenile Services and play an integral role in the daily operations. These service employees are responsible for making sure that the JP Juvenile Services employees, students, parents and visitors receive the best service experience while at the JP Juvenile Services facilities. And in order for these service Team Members to carry out their tasks successfully, they must be trained to act and interact in compliance with what defines the JP Juvenile Services.

REFERENCES and EXPERIENCE

Empire Janitorial Sales & Services LLC a KBS Company

Proven History: Below are our experience references of current facility service contracts. These references include working relationships of current ongoing continuous services of buildings, sport facilities and public space cleaning.



The references showcased below represent diversity in business area, size and markets attesting to the flexibility, efficiency and capability to manage a project of this magnitude, and demonstrates our successful ability to conform to contract requirements and to standards of excellent service delivery.



EJS&S has provided Janitorial and Facility Maintenance Service Solutions to our varied customers for more than 20 years. The experience we have accumulated from serving our education customers has been instrumental in the development of the systems and programs we provide and will be reflected in the programs we will implement at JP Juvenile Services. We possess the established, relevant, institutionalized multi-functional team experience of similar size, scope, and complexity to the ITB.



Customer Retention Tells Our Story: EJS&S is extremely proud of its customer retention rate, which exceeds 98%. Very few, if any, building service contractors have retained Client Partners at such a high level. This represents EJS&S partnership approach to exceeding client expectations. EJS&S provides the management and staff, training, systems, equipment, supplies and support to ensure our client relationships endure over time.



Contract Performance: EJS&S has not had a Contract terminated for default, poor performance, or non- performance since its inception in 1999. “Terminated” is defined as a Client Partner or EJS&S ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.

STATEMENT OF CONFIDENTIALITY: *This reference and experience list has been compiled on a confidential basis and may be reviewed solely for the purpose of evaluating EJS&S experience and qualifications in connection with the awarding of a contract to a successful bidder. The information contained in this reference and experience list is not intended for public use and/or dissemination. Any release, public use and/or dissemination of this information would cause substantial and irreparable competitive harm to EJS&S. Reproduction or any discussion of any part of this reference and experience list without the express written permission of EJS&S is prohibited.*



REFERENCES and EXPERIENCE

Empire Janitorial Sales & Services LLC a KBS Company

Additional Client Partner's we currently serve – Additional References can be provided

CHASE 

Humana

 **LCMC**
HEALTH


IRON
MOUNTAIN

FOF
French Quarter Festivals, Inc.


Century**Link**

NSC

Varsity
Facility Services

 **JLL**
LATTER & BLUM
Since 1911 INCORPORATED

 **CORPORATE REALTY**

CBRE



What our Client Partner's Say about us

"Empire Janitorial Sales & Services has been a very valuable service provided for us, in addition to providing excellent service they have implemented positive cost containment programs".

Ms. Michele Toups
Poydras Properties

"In everything they do, they have earned a reputation of integrity and high levels of performance with upper management and the entire team dedicated to maintaining that reputation and keeping their customer satisfied".

Ms. Juli Maillet
Security National Properties

"The service level that we receive is exceptional. Their employees are skilled in their job knowledge and performance, and all employees have a value system that demonstrates respect and pride in their work".

Ms. Tanja Case

CONFIDENTIAL



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

December 20, 2019

ADDENDUM # 1

Bid No.: 50-00128840

Bid Opening Date: 1-7-2020

For: LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER THE JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES

REVISIONS:

- #9 was accidentally left off of the requirements.
- On page 2 of the Specifications, the verbiage of "**Total bid amount includes all four (4) line items**" on Section 6.0 has been moved to Section 4.0-Surety Bond where it was meant to be.
- On page 3, Section 7.0 of the Specification, the Square Footage has been changed on the locations #1 & #2 as follows:

1) 1546 Gretna Blvd was changed from 30,898 sqft to 31,258 sqft

And 2) 1546 B Gretna Blvd was changed from 36,800 sqft to 37,787 sqft

- On page 5, Section 8.2 of the Specifications, the time to begin working was changed from 4:30 p.m. to 3:30 p.m.

I Acknowledge Addendum #1:

Al Hilton

12/20/2019

Al Hilton - Vice President
Empire Janitorial Sales & Services LLC a KBS Company

DATE: 11/20/2019

BID NO.: 50-00128840

Page: 3

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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.

1,3,4,5,6,8,10,11,13,15 ,9-REVISED TO ADD #9 TO REQUIREMENTS

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: START @ 3420 N CAUSEWAY BLVD, METAIRIE
THEN TO 1546 GRETNAL BLVD, @ 9:00 A.M.
ON 12/20/2019

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.

SECTION 2.0 – SCOPE:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

SECTION 3.0 – LICENSE REQUIREMENTS:

The following Louisiana State Commercial license shall be required for this project:

- Specialty: Soft abrasive cleaning, janitorial services, and household waste removal

SECTION 4.0 – SURETY BOND:

A Surety Bond in the amount of 5% of the total bid amount will be required with bid submission. **Total bid amount includes all four (4) line items.**

SECTION 5.0 – PERFORMANCE BOND:

A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

SECTION 6.0 – PAYMENT BOND:

A payment bond in the amount of 50% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

manner at all times. The contractor shall remove any employee not conducting him/herself properly.

If an employee is being replaced for any reason, the supervisor must notify the Department of Juvenile Services 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 (50%) percent point deduction in that months inspection report.

Section 8.2 – Hours of Work:

The performance of all work under this contract shall not begin before 3:30 p.m. each day and shall end by 10:30 p.m. each night (excluding the Day Time Janitorial Employee), unless otherwise specified within these specifications or at a later time.

All cleaning work must be done Monday through Friday; some special work may be done after normal hours or on the weekend with approval from the Department of Juvenile Services.

The contractor must ensure that all employed personnel cooperate with all employees and visitors of these facilities.

Section 8.3 – Cleaning Supplies/Equipment:

The successful bidder will be required to supply all equipment necessary to perform cleaning, including paper products, and other items necessary to clean and stock the bathrooms and kitchens, including, but not limited to:

- Toilet paper
- Paper towels
- Paper hand towels
- Trash liners
- Soap
- Hand Sanitizer
- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid
- Vacuums
- Telescoping pole



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

December 27, 2019

ADDENDUM # 2

Bid No.: 50-00128840

Bid Opening Date: 1-7-2020

For: LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER THE JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES

REVISIONS:

1) LINE ITEM 0002 HAS BEEN REVISED AS FOLLOWS:

- QUANTITY HAS CHANGED FROM 24 TO 1
- UNIT OF MEASURE HAS CHANGED FROM MO (MONTH) TO HR (HOUR)

2) LINE ITEMS 0003 & 0004 HAVE BEEN REVISED AS FOLLOWS:

- QUANTITY HAS CHANGED FROM 24 TO 1
- UNIT OF MEASURE HAS CHANGED FROM MO (MONTH) TO SQFT (SQUARE FOOT)

I Acknowledge Receipt of Addendum #2:

Al Hilton

12/27/2019

Al Hilton - Vice President

Empire Janitorial Sales & Services LLC a KBS Company



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

**PLEASE SEE THE ATTACHED PAPERWORK FOR REVISED PAGES.
THESE PAGES MUST BE USED FOR BID SUBMISSION.**

**PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON
YOUR BID PACKET BEFORE SUBMISSION.**

*****BID OPENING DATE WILL REMAIN THE SAME*****

Sincerely,

Shanna Folse

Shanna Folse, 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.



BID #50-00128840

**LABOR, MATERIALS & EQUIPMENT TO PROVIDE A TWO (2) YEAR
JANITORIAL CONTRACT FOR DEDICATED FACILITIES UNDER THE
JURISDICTION OF THE DEPARTMENT OF JUVENILE SERVICES**

January 7, 2020 @ 2:00 P.M.

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street-Suite 4400
Gretna, LA 70053**

**Buyer Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

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

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

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.

BID #50-00128840

1

SECTION 2.0 – SCOPE:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

SECTION 3.0 – LICENSE REQUIREMENTS:

The following Louisiana State Commercial license shall be required for this project:

- Specialty: Soft abrasive cleaning, janitorial services, and household waste removal

SECTION 4.0 – SURETY BOND:

A Surety Bond in the amount of 5% of the total bid amount will be required with bid submission.

SECTION 5.0 – PERFORMANCE BOND:

A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

SECTION 6.0 – PAYMENT BOND:

A payment bond in the amount of 50% of the total bid amount (all four (4) line items). Payment bond shall be produced upon contract execution.

SECTION 7.0 – QUANTITIES/INSPECTION:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. Estimated square footages to be serviced are listed below:

1. **Jefferson Parish Juvenile Court**
1546 Gretna Blvd.
Harvey, LA 70058

Approximately 30,898 square feet
Approximately 115 employees
Offices*: 30
Court Rooms: 4
File Rooms: 2
Publics Restrooms: 2
Employee Restrooms: 7
Lounge/kitchen: 1

2. **Jefferson Parish Juvenile Justice Administration Complex**
1546-B Gretna Blvd.
Harvey, LA 70058

Approximately 36,800 square feet
Approximately 157 employees
Offices*: 53
Restrooms (all with potential public access): 8
Lounge/kitchen: 2
Including Jefferson Parish Sheriff's Office Intake Center with the following:
Offices*: 6 (non-accessible)
Publics Restrooms: 2
Employee Restrooms: 2

3. **Jefferson Parish Juvenile Services – Eastbank Office**
3420 N. Causeway Blvd.
Metairie, LA 70002

Approximately 7,500 square feet
Approximately 25 employees
Offices*: 23
Lounge/kitchen: 1
Publics Restrooms: 2
Employee Restrooms: 3

Jefferson Parish reserves the right to add or delete square footage for each listed building to be cleaned at any time due to vacancies, additions, remodeling, etc.

Floor plans will be provided to the successful bidder upon request.

*Offices may refuse cleaning services by closing and/or locking their door, and placing their wastebasket outside of the office.

SECTION 8.0 – BID SPECIFICATIONS:

The successful contractor shall cover the furnishing of labor, materials, and equipment necessary to provide a two (2) year contract for janitorial services for dedicated facilities under the jurisdiction of the Department of Juvenile Services.

The contract will be for a period of two (2) years, beginning on May 1, 2020 and ending on April 30, 2022.

Section 8.1 – Personnel:

The successful bidder shall employ, train, and supervise all personnel. All personnel shall have appropriate qualifications and experience, including proper operation of a trash compactor. The successful bidder shall provide a sufficient number of employees to provide all services required under this contract. The successful bidder shall pay all applicable social security, unemployment, worker's compensation, and other employment taxes. Sub-contractors of the successful bidder will be allowed for up to fifty percent 50% of the total contract work/amount.

The contractor's employees shall, at all times, be courteous and neat in appearance while employed at these facilities.

Identification badges provided by Jefferson Parish shall be worn and visible at all times while the successful bidder's employees are working in Jefferson Parish facilities. The successful bidder shall pay \$20.00 for the replacement of any lost identification badges.

The contractor shall have a responsible supervisor at each location while employees are working. For safety reasons, at no time under this contract shall the contractor have only one (1) employee working at any location. All supervisors must be able to proficiently read, write, speak and understand the English language.

The contractor's employees will NOT be allowed to have visitors or to bring children to the job site. The contractor's employees shall conduct themselves in a workman like

manner at all times. The contractor shall remove any employee not conducting him/herself properly.

If an employee is being replaced for any reason, the supervisor must notify the Department of Juvenile Services 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 (50%) percent point deduction in that months inspection report.

Section 8.2 – Hours of Work:

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

All cleaning work must be done Monday through Friday; some special work may be done after normal hours or on the weekend with approval from the Department of Juvenile Services.

The contractor must ensure that all employed personnel cooperate with all employees and visitors of these facilities.

Section 8.3 – Cleaning Supplies/Equipment:

The successful bidder will be required to supply all equipment necessary to perform cleaning, including paper products, and other items necessary to clean and stock the bathrooms and kitchens, including, but not limited to:

- Toilet paper
- Paper towels
- Paper hand towels
- Trash liners
- Soap
- Hand Sanitizer
- Floor Wax
- Furniture Polish
- Disinfectant
- Cleaning Fluid
- Vacuums
- Telescoping pole

Equipment used daily will be stored in the designated janitorial closet/storage areas at the facilities. All equipment must be safe, in good repair, and able to perform the designed function with minimal noise and maximum efficiency. All equipment must be labeled and identified with the successful bidder's name at all times.

Any damages occurred by cleaning products will be the responsibility of the successful bidder to repair or replace.

The MSDS sheets shall also be included with ALL cleaning products and shall be located in all storage areas in addition to providing a copy to Juvenile Services.

Section 8.4 – Performance:

The successful contractor shall be expected to perform according to all of the specifications included with this bid. There will be a thirty (30) day grace period before performance inspections begin. After this time, the Parish will conduct daily, weekly, or monthly inspection in order to determine the degree of performance.

A REPORT WILL BE MADE OF THESE INSPECTIONS AND GIVEN TO THE PROPERTY MANAGER IN CHARGE OF THAT BUILDING. AT THE END OF THE MONTH, THE PROPERTY MANAGER AND A REPRESENTATIVE OF THE JANITORIAL COMPANY WILL INSPECT THE SITES TOGETHER TO DO A PERFORMANCE EVALUATION USING THE FORM ATTACHED TO THESE SPECIFICATIONS, WHICH IS LABELED "JANITORAL SERVICES PERFORMANCE RATING".

Therefore, Jefferson Parish 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 Jefferson Parish inspected the facilities and ranked them at 78%, Jefferson Parish 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 be paid 100% of their monthly fee. Also, if the deficiencies in services performed are deemed an emergency, Jefferson Parish reserves the right to hire its own staff to accomplish the work not being properly performed BY THE SUCCESSFUL BIDDER and charge the successful bidder a rate of \$30.00 per hour to accomplish the deficiencies in their cleaning services. This total will be deducted from the monthly bill. The "**JANITORAL SERVICES PERFORMANCE RATING FORM**" will be used for this rating system. *Deductions for failure to provide services as identified in these specifications will also be listed.*

SECTION 9.0 – BILLING:

The contractor shall submit an individual invoice for each location serviced under this contract on the first of each month. The invoices shall be submitted to the Jefferson Parish Department of Juvenile Services. The address and all other pertinent information for billing will be furnished to the vendor before work begins.

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

SECTION 10.0 – CLEANING AREA AND SAFETY:

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

SECTION 11.0 – CANCELLATION CLAUSE:

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

SECTION 12.0 – SERVICES:

JUVENILE COURT

The Juvenile Court is located at 1546 Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 30,898 – with approximately 115 employees.

The following areas will be excluded from this contract:

- Equipment Room – 1st Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that months invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Clerk of Court and Main Court) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.

9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.
 - g. All walls and partitions 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. Install paper liners supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant.

Weekly Services:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhausts) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services (See "As-Needed Services – All Buildings under Contract")

1. General emergency/as needed cleaning for entire 30,898 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

JUVENILE JUSTICE ADMINISTRATION COMPLEX

The Juvenile Justice Administration complex is located at 1546-B Gretna Boulevard, Harvey, LA 70058. The approximated square footage to be cleaned is 36,800 – with approximately 157 employees.

The following areas will be excluded from this contract:

- Mechanical Rooms – 1st Floor and 2nd Floor

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that months invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. Inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.

9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.
 - g. All walls and partitions 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. Install paper liners supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant

Weekly Services:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment

Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services (See "As-Needed Services – All Buildings under Contract")

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

JUVENILE SERVICES – EASTBANK OFFICE

The Juvenile Services – Eastbank Office is located at 3420 N. Causeway Blvd, Metairie, LA 70002. The approximated square footage to be cleaned is 7,500 – with approximately 25 employees.

The following areas will be excluded from this contract:

- Mechanical Room

General:

1. **Vendor shall furnish all plastic trash liners, toilet paper, hand towels and hand soap for this facility.**
2. The Department of Juvenile Services currently has a recycling program. All recycling receptacles shall be emptied and recyclables removed, this includes the pulling and dumping of recyclables in marked containers throughout the facilities.
3. All storage areas provided by Jefferson Parish and used by the successful bidder, shall be kept clean and neat at all times to the satisfaction of the Department of Juvenile Services. Failure to perform this task will result in one (1) warning. Failure to comply after the one warning with this directive will cause a fifty (50%) percent point deduction in that month's inspection report for each occurrence.
4. The contractor will be responsible for TURNING ALL LIGHTS OFF and LOCKING ALL DOORS. The contractor will also be responsible for ARMING ANY ALARM SYSTEMS. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged \$100.00 which will be deducted for that months invoice for each occurrence.
5. Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the contractor's non-working supervisor that evening. This person must also be equipped with a beeper or cellular telephone to be easily contacted, and must be available to visit tenants to resolve complaints no later than 3:30pm that day.

Daily Services:

1. All interior and exterior trash receptacles shall be emptied and trash removed to the compactor located on the property.
Note: Install new trash liners furnished as needed.
2. All ashtrays shall be emptied and cleaned, including sand type, at building entrances.
3. All floor mats and floors under mats shall be cleaned.
4. Clean water fountains with germicidal detergent and polish after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, glass, etc. inside elevators.
6. All entrance glass doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner. Outside windows, aside from those within entranceways, are not the responsibility of the contractor.
7. All security glass (Probation and D.A.'s Office) shall be cleaned on the outside.
8. All other interior glass and windows shall be spot cleaned.

9. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped.
10. Remove all trash and paper from stairwells.
11. All stairwells must be swept and cleaned with mop if necessary.
12. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall be removed.
13. Vacuum all carpeting.
14. Damp wipe table tops and seats in kitchen areas.
15. Wipe down chairs in lobby or waiting areas.
16. Wipe all non-office doors with disinfectant.
17. All exterior building entrances shall be cleaned and swept if needed.
18. Restrooms:
 - a. Restroom receptacles shall be filled in all bathrooms, including private bathrooms. **Supplies (soap, paper towels, and toilet paper, etc.) shall be provided by the vendor.**
 - b. Empty trash receptacles and wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e. Toilet seats shall be cleaned and disinfected on both sides.
 - f. Wet mop and rinse restroom floors with disinfectant.
 - g. All walls and partitions 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. Install paper liners supplied by vendor.
 - j. Wipe all bathroom door handles, inside and outside with disinfectant

Weekly Services:

1. All tile and hard surface floors shall be spray buffed, including stairways.
2. Elevator tile floors shall be waxed, if necessary.
3. Dust all surfaces of desk, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges.
4. All toilet/urinal partitions shall be washed and disinfected.
5. Interior partition glass shall be cleaned with a soft, clean, lint-free cloth and glass cleaner.
6. All handrails, including stairways, shall be cleaned if needed.

7. All interior receptacles used for RECYCLING with clear can liners, shall be emptied and contents removed to the recycle compactor and/or recycle dumpsters located on the property.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames and area around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Stairways shall be swept and dusted for cobwebs.
6. Scrub floors in bathrooms with motorized scrubbing equipment.

Semi-Annual Services:

1. All blinds shall be dusted every six months.
2. All A/C vent diffusers (Supply, Return and Bathroom Exhaust) and light fixtures shall be cleaned (dusted) every six months. This shall include all ceilings up to 12 feet from floor.

As-Needed Services (See "As-Needed Services – All Buildings under Contract")

1. General emergency/as needed cleaning for entire 36,000 square foot facility.
2. Carpet cleaning, including all labor and materials for total wet extraction of carpeted areas.
3. Tile and hard surface floor refinishing, including cleaning, stripping, waxing and buffing of hard flooring areas.

As-Needed Services - All Buildings under Contract

1. General emergency/as needed cleaning
 - a. Vendor shall provide an hourly rate for a day-time janitorial employee for any additional emergency/as needed cleaning services. This hourly rate unit should be included in your bid total.
 - b. The employee assigned to this task will work select hours as needed.
 - c. See attached job description titled "Day Time Janitorial Employee Job Description".

2. Carpet cleaning

a. Vendor shall provide a square footage unit cost for carpet cleaning, which includes all labor and materials for total wet extraction for all buildings under this contract. This square footage rate should be included in your bid total.

B. The Bonnet Wet Extraction Cleaning System is not an acceptable form of carpet cleaning.

3. Tile and hard surface floor refinishing

a. Vendor shall provide a square footage unit cost for tile and hard surface floor refinishing, which includes all labor and materials for stripping, waxing and buffing. This square footage rate should be included in your bid total.

Day Time Janitorial Employee Services (As-needed/requested)

A day time janitorial employee will be provided in the case of need for an emergency cleaning. Vendor will be contacted by the Property Manager or the Assistant Property Manager in the event that the day time janitorial employee is needed. Employee shall be used on an hourly basis for intermittent work for either or both locations under contract. The hourly rate shall be included in the total bid amount.

The as-needed day time janitorial employee will be responsible for the following list of duties:

1. Pull trash from all trash cans; place trash in utility trucks. Trash is then to be trucked to dumpsters or trash compactors outside. (Contractor is to provide rain gear).
2. Vacuum all carpeted floors; around and under desk, tables, etc.
3. Sweep and mop tile floors.
4. Dust and Polish:
 - A. All Desk tops, sides, fronts, glass, etc.
 - B. Chair frames and benches
 - C. Bookshelves
 - D. File cabinet tops, fronts, etc.
 - E. Window ledges
 - F. Base Molding
 - G. Lamps, shades, and bases
 - H. Dust up to 12ft height

5. Dust:
 - A. Return air grills on ceilings and doors
 - B. A/C vents on ceilings
 - C. Door tops and window tops
 - D. Window blinds, shades, and drapes
 - E. Spider webs
 - F. Light fixtures
6. Restrooms:
 - A. Wash and wipe down;
 - a. Vanity tops and sinks
 - b. Partition walls and doors, inside and out
 - c. Toilets, sides, backs and seats (both sides)
 - d. Back wall behind toilet
 - e. Urinal's inside and out; remove debris from bowl
 - f. Swab inside of toilet bowl with toilet mop or brush using cleaner or disinfectant
 - g. Remove graffiti, liter, gum, etc.
 - h. Wet-mop floors with disinfectant daily
 - B. Polish all chrome, ceramics and porcelain fixtures including behind toilets and under vanities.
7. Elevator:
 - A. Sweep and/or vacuum and mop elevator floors
 - B. Polish all walls and doors
 - C. Remove graffiti, liter, gum, etc.
8. Shake out and vacuum all entrance mats
9. Sift out cigarette butts from urn
10. On feet full time, will be required to constantly perform:
 - A. Lifting
 - B. Pushing
 - C. Pulling
 - D. Bending
 - E. Stooping
11. Report items in need of maintenance and/or repair such as broken electrical outlets, burned out bulbs and tubes and damaged ceiling tiles, etc.
12. Install paper products and hand soap.
13. Perform building recycle duties
14. Clean up of spills
15. Maintain floors in rainy weather to prevent slipping
16. Put out wet floor signs

17. Contractor's employee shall follow all work rules and safety in a safe and productive manner.
18. Employee will not be required and will not be paid for holidays. A copy of the 2020 holiday schedule will be provided upon contract signing.
19. During emergencies (i.e. hurricanes) when employees are sent home early, they will only be paid for time worked.
20. Employee will be required to punch in – out on a parish owned time clock on a parish supplied time card. It will be the janitorial contractor's responsibility to keep up with their employees time worked. The contractor will only be paid the actual hours recorded on the time card. Jefferson Parish will not pay for lunch periods.

DATE: 11/20/2019
BID NO.: 50-00128840

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: SFOLSE@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, 1/07/2020 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

DATE: 11/20/2019

BID NO.: 50-00128840

Page: 2

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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.

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

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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 A17.1-1981).

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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.

1,3,4,5,6,8,10,11,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: START @ 3420 N CAUSEWAY BLVD, METAIRIE
THEN TO 1546 GRETN A BLVD, @ 9:00 A.M.
ON 12/20/2019

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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.