

DATE: 4/09/2021

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00134247

## JEFFERSON PARISH

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

VENDOR: Enman Enterprises LLC dba Jani King New Orleans

BUYER: MBUTTERY

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

8/26/2021

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 54016

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

FIRM NAME:

Enman Enterprises LLC dba Jani King New Orleans

SIGNATURE:

(Must be signed here)



TITLE:

Executive Director

PRINT OR TYPE NAME:

Al Hebert

ADDRESS:

3230 W. Esplanade Ave

CITY, STATE:

Metairie, La

ZIP:

70002

TELEPHONE:

(504) 441 9700

FAX:

( )

EMAIL ADDRESS:

ahebert@janikingncs.com

TOTAL PRICE OF ALL BID ITEMS: \$ 14233.20

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00134247

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	240.00	HR	TWO (2) YEAR CONTRACT TO PROVIDE GENERAL LABOR AND CUSTODIAL SERVICES FOR THE JOHN A. ALARIO, SR. EVENT CENTER  0001 Custodial Hourly Rate	19 <sup>18</sup>	4,603 <sup>20</sup>
				19 <sup>26</sup>	9,630 <sup>00</sup>
2	500.00	HR	0002 General Labor Hourly Rate  Two year contract for custodial and general labor services for the John A. Alario Sr. Event Center per attached specifications.  CONTRACT START: 8/26/21 CONTRACT END: 8/25/23  No formal pre-bid meeting. Bidders can contact Fred Carreras, Operations Manager, @ 504-349-5525 to schedule a site visit if desired.		



## State Licensing Board for Contractors

This is to Certify that:

ENMON ENTERPRISES, L.L.C.  
122 West Pine Street  
Ponchatoula, LA 70454

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



Expiration Date: August 24, 2021

License No: 54016

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 25th day of August 2018

*Will S. McCP*  
\_\_\_\_\_  
Director

*Lee Mallett*  
\_\_\_\_\_  
Chairman

*Andy Hume*  
\_\_\_\_\_  
Treasurer

This License Is Not Transferrable

**TWO (2) YEAR CONTRACT FOR**  
**CUSTODIAL AND GENERAL LABOR SERVICES FOR**  
**THE JOHN A. ALARIO, SR. EVENT CENTER**  
**BID #50-134247**

**GENERAL SPECIFICATIONS:**

**Site Visits are being offered for this Job.**

To schedule a Site Visit, please Contact:

**Operations Manager**

**Fred Carreras**

**985.445.6753**

**FCARRERAS@JEFFPARISH.NET**

Bidders shall be required to provide a Louisiana State License number with their bid submittals. The Louisiana Contractors License number shall be listed on the outside of the bid envelope in the following category:

**Type** – Commercial License Certificate; **Class** – Building; **Specialty** – Janitorial

The Alario Center shall furnish all cleaning supplies, equipment and paper products. The successful bidder shall be responsible for damage or breakage to Alario Center equipment used or operated by its employees while performing their duties.

The successful bidder shall furnish a comparable hot water commercial pressure washer package(s) consisting of a 3500 psi @ 4gpm pressure washer, 300 gallon water tank, high pressure hose, and trigger gun with variable pressure wand as needed for cleaning exterior of buildings and signs.

The successful bidder shall be required to furnish criminal background checks and I-9 forms for every employee prior to their assignment at the Alario Center.

Requests for personnel shall be made by email. The successful bidder shall provide email response confirming receipt of requests and ability to fill the requisition as soon as possible, not to exceed twenty-four (24) hours later than the requisition. It is the successful bidder's responsibility to contact the Alario

Center Operations Manager with any questions and/or scheduling conflicts within the specified time frame so that confirmation is not delayed.

Assigned personnel shall report to the Alario Center at the scheduled time and must sign in at the beginning and end of the scheduled shift. Employees shall not sign in earlier than scheduled and shall not be paid for any time signed in before the scheduled shift. Sign in sheets must be legible and must include the employees name, time in and out, position, event worked and number of hours worked. All employees will verify the information with their signature.

Employees assigned to the Alario Center during events and while performing duties in the Administrative Offices shall wear black or khaki pants, white collared shirts and safe, comfortable shoes. Setup and turnaround personnel may wear jeans, tennis shoes and appropriate tee shirts. All employees must wear visible identification badges supplied by the successful bidder.

Sandals, open-toed shoes, slides, heels, or platform shoes are not allowed. Clothing with suggestive pictures, signs or profanity is prohibited.

The Alario Center shall submit sign-in sheets by email correspondence to the successful bidder on a bi-weekly basis for hours worked during the current billing period. The successful bidder shall prepare invoices in accordance with time sheets provided and submit by email response to the Alario Center within two (2) business days. Invoices shall include the contract number, invoice date and event information. Payments shall be made approximately thirty (30) days after receipt of a properly executed invoice and verification and/or approval by the Alario Center. Invoices submitted without supporting documentation shall be rejected and shall not be approved for payment until all required information has been submitted.

Precautions shall always be taken to ensure the welfare and safety of all occupants in the building and on the premises.

Jefferson Parish reserves the right to cancel this entire contract or any portion thereof at any time by issuing a thirty-day (30) written notice to the successful bidder.

## **SCOPE OF WORK:**

The scope of work under this contract shall be performed on an **as-needed basis** for general labor event setup, floor conversion, lifting, painting, etc. and custodial monitoring and cleanup during events and janitorial services for the administrative offices.

The Alario Center will make every attempt to contact the selected provider with personnel requests, 3 to 7 days prior to events when possible; however, there are factors that affect advance notice such as clients changing event specifications, pop-up event bookings and Alario Center staffing. The selected provider must be able to provide sufficient personnel upon request, and to adapt and adjust accordingly. The number of personnel required fluctuates depending on the event or general labor required; can range from 1 person to 6 persons.

In addition to regular business hours, personnel shall be required to work nights, weekends and holidays as requested at the base rate of pay. The selected provider may opt to work personnel in split shifts providing that there is no lapse between shifts. There is no minimum guarantee of hours per shift from the Alario Center.

The following are square footages for the associated event halls, meeting rooms, and Administration areas:

- a) Hall A = 8,400 SF
- b) Hall B = 21,840 SF
- c) Hall C = 19,250 SF
- d) Meeting Room 1 = 1,543 SF
- e) Meeting Room 2 = 1,624 SF
- f) Meeting Room 3 = 1,490 SF
- g) Administration Area = Approximately 1,400 SF

## **ROUTINE DUTIES SHALL INCLUDE:**

**Cleaning Administrative Offices** – Duties to be performed on an as needed basis upon request:

1. Pull trash from trash cans and empty into utility carts.
2. Vacuum all carpeted floors around and under desks, tables and other furniture.
3. Sweep and mop hard surface floors.
4. Dust and Polish:
  - a. Desk tops and exposed surfaces
  - b. Chair frames and benches
  - c. File cabinet tops and exposed surfaces
  - d. Windows, ledges, blinds, and shades
5. Private Restroom:
  - a. Wipe down vanity top and sink, including fixtures
  - b. Clean toilet bowl and all surfaces including back, base and seat
  - c. Wipe down walls and cabinet
  - d. Mop floor
  - e. Clean mirrors
6. Kitchens and Break Room
  - a. Wipe down counter tops, outside of refrigerators, walls and backsplashes
  - b. Clean sinks
  - c. Vacuum carpeted floor and mop hard floor

## **EVENT JANITORIAL**

1. Duties to be performed throughout the duration of events in occupied areas:
  - a. Empty all interior and exterior trash receptacles into utility carts and replace trash liners.
  - b. Remove trash and debris from floors, aisles, bleachers.

- c. Check supply levels in restrooms hourly and replace soap, hand towels, toilet paper as needed.
  - d. Mop up spills as they occur.
  - e. Remove any debris from toilets, urinals and floors.
  - f. Maintain floors in rainy weather to prevent slipping.
2. Duties to be performed before closing:
- a. Empty all interior and exterior trash receptacles into utility carts and replace trash liners.
  - b. Empty all ash cans and sift butts from sand fill.
  - c. Clean water fountains with germicide and polish.
  - d. Clean elevator doors, walls and floors.
  - e. Clean glass entrance doors inside and outside and porthole door windows on each side.
  - f. Vacuum all carpeted floors in event areas and sweep/mop hard surface floors.
  - g. Restrooms:
    - Refill all supply levels including soap, toilet paper and hand towels.
    - Wipe down vanity tops, backsplashes and sinks.
    - Clean urinals and toilet seats, backs and bottoms and stall partitions; remove any debris from toilets and urinals.
    - Wipe down all walls.
    - Scrub floors with Kaivac.
    - Polish all mirrors.
    - Remove any litter.
    - Empty all trash receptacles and sanitary napkin receptacles.
    - Shake out and vacuum all entrance mats.

## **EVENT SETUP AND TURNAROUND**

1. Personnel must be capable of lifting up to sixty (60) pounds and may be required to:
  - a. Pull up and/or put down floor coverings including sport court and hardwood
  - b. Set up tables, chairs, scorer tables, goals, nets, etc.
  - c. Assemble staging and hang pipe and drape
  - d. Move and place barricades
  - e. Lite setup including placing table cloths and setting up chairs, numbering seating, etc.



## **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.

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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 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.

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### **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.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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



# CERTIFICATE OF LIABILITY INSURANCE

1/1/2022

DATE (MM/DD/YYYY)

12/29/2020

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

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

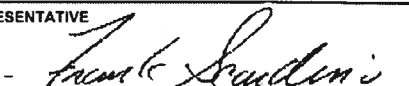
<b>PRODUCER</b> LOCKTON COMPANIES 2100 ROSS AVENUE, SUITE 1400 DALLAS TX 75201 214-969-6700	<b>CONTACT NAME:</b>		
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>	
<b>INSURED</b> 1347943 Enmon Enterprises, LLC, Dba Jani-King of New Orleans 3230 W. Esplanade Ave., Ste 100 Metairie LA 70002	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Liberty Mutual Fire Insurance Company		23035
	<b>INSURER B:</b> Great American Insurance Company		16691
	<b>INSURER C:</b> The First Liberty Insurance Corporation		33588
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES** ENMEN01A **CERTIFICATE NUMBER:** 14504814 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	TB2-695-458279-031	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	AS2-691-458279-041	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC6-695-458688-971	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	<b>EMPLOYEE DISHONESTY</b>	N	N	SAA E163422 04 00	1/1/2021	1/1/2022	\$1,000,000 LIMIT PER OCC.

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

<b>CERTIFICATE HOLDER</b> 14504814 SPECIMEN	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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