


📍 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 ENMON ENTERPRISES, L.L.C.
Mailing Address 122 West Pine Street
Ponchatoula, LA 70454
Phone Number (985) 370-7700
Fax Number (985) 622-0040
Email Address cenmon@janikinggcr.com
Website http://

Active Licenses

License Number 54016
Type Commercial License
Status LICENSED
Effective 08/25/2018
Expiration 08/24/2021
First Issued 08/24/2010

License Number 250112
Type Mold Remediation License
Status LICENSED
Effective 12/22/2019
Expiration 12/21/2020
First Issued 12/21/2005

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	John Laymon O Neil Jr.	ALL
BUSINESS AND LAW	Chance Arnett Enmon	ALL
BUSINESS AND LAW	John Laymon O Neil Jr.	ALL
BUSINESS AND LAW	Chance Arnett Enmon	ALL
MOLD REMEDIATION CONTRACTOR	Chance Arnett Enmon	ALL
SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING	John Laymon O Neil Jr.	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	John Laymon O Neil Jr.	ALL

DATE: 12/18/2019

Page: 5

BID NO.: 50-00129086

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF TERM OF CONTRACT

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

1/29/2020

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

54016

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: ENMON ENTERPRISES LLC, d.b.a Jani-King

ADDRESS: 3230 W. ESPLANADE AVE. SUITE 100

CITY, STATE: METairie, LA. ZIP: 70002

TELEPHONE: (504) 441-9700 FAX: (504) 441-9709

EMAIL ADDRESS: ahbert@janikingcr.com

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

Acknowledge Receipt of Addenda: NUMBER: 1 (1/23/2020 AH)
NUMBER: N/A
NUMBER: N/A
NUMBER: N/A

TOTAL PRICE OF ALL BID ITEMS: \$ 1,122,991.³¹

AUTHORIZED SIGNATURE: [Signature]

AL HEBERT

Printed Name

TITLE: EXECUTIVE DIRECTOR

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR VARIOUS FACILITIES FOR JEFFERSON PARISH GENERAL SERVICES. 0010-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	5,271. ⁶⁰	189,777. ⁶⁰
2	1.00	SQFT	0020-PROVIDE A SQUIRE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	0.046	0.046
3	36.00	MO	0030-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING (24TH JDC)	5,070. ⁴⁵	182,536. ²⁰
4	1.00	SQFT	0040-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC)	0.047	0.047
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	1,684. ⁰⁰	60,624. ⁰⁰
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	0.040	0.040
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	726. ⁹⁹	26,171. ⁶⁴
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	0.068	0.068

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING. 0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	759. ⁰⁰	27,324. ⁰⁰
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	0.069	0.069
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	8,740. ²²	314,647. ⁹²
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JOSEPH S. YENN BUILDING.	0.045	0.045
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	2,050. ⁸⁸	73,831. ⁶⁸
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	0.068	0.068
15	88,821.00	SQFT	0150-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 UNDER THIS CONTRACT.	0.25	22,205. ²⁵
16	54,022.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDING TO BE COVERED UNDER THIS CONTRACT.	0.12	6,482. ⁶⁴

DATE: 12/18/2019

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	14,590.00	HR	***PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING*** 0170-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR 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.	15.00	218,850.00
18	36.00	HR	0180-PROVIDE AN HOURLY RATE TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP. STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	15.00	540.00



The Hanover Insurance Company
Citizens Insurance Company of America
Massachusetts Bay Insurance Company

BID BOND

CONTRACTOR:

(Name, legal status and address)

Enmon Enterprises, LLC

122 W Pine Street

Ponchatoula, La. 70454

SURETY:

(Name, legal status and principal place of business)

The Hanover Insurance Company

440 Lincoln Street

Worcester, MA 01653

OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing

200 Derbingy Street Ste 4400

Gretna, La. 70053

BOND AMOUNT: 5% of total Bid

PROJECT:

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

Jefferson Parish Purchasing Department- Janitorial Services- Bid #50-129086


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 22nd day of January 20 20

Witness


By: 
Name: Donna Alexander

Enmon Enterprises, LLC

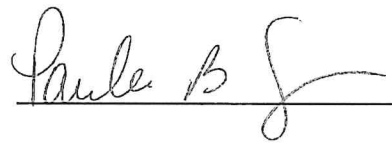
(Contractor as Principal)

By:  (Seal)
Name: AL HEBERT
Title: EXECUTIVE DIRECTOR

Witness

By: 
Name: Debbie Tantillo

The Hanover Insurance Company

By:  (Seal)
Name: Paula B Sziber
Title: Attorney-in-fact

Limited Liability Company General Resolution

Enmon Enterprises, LLC

I, Casey Enmon Lambert, the undersigned secretary of Enmon Enterprises, LLC (the "Company"), a Limited Liability Company organized and existing in good standing under the laws of the State of Louisiana, certify that after due notice was provided or a waiver or the requirement was obtained, a meeting was held on the undersigned date, with a quorum being present.

At such meeting of the members, the following items were proposed and discussed and the following resolutions were adopted. These resolutions have been entered into the company's regular minute book and are now in full force and effect to-wit:

RESOLVED, that the company has presented or will present one or more commercial cleaning proposals to Jefferson Parish in connection with Bid No. 50-129086.

RESOLVED, that Albert Hebert, Executive Director, is authorized and empowered to sign, as a representative of the Company, the proposal and contract and any and all documents necessary or required in connection with this contract, and from time to time to perform all such other acts and things deemed by him/her necessary, convenient, or proper in the normal course of business, to carry out, modify or supplement the contract or any other such agreements and arrangements in connection with them. Jefferson Parish may rely on the signature of Albert Hebert to bind the Company in all matters relating to the proposal/bid and / or the contract.

Federal Tax ID: 72-1124143

Dated: January 22, 2020

By: Casey E Lambert

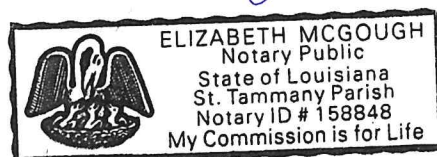
Secretary, Enmon Enterprises, LLC

STATE: Louisiana

PARISH: Tangipahoa

Sworn to and subscribed before me this 22nd day of January, 2020.

Elizabeth McGough
Notary Name, Number



AFFIDAVIT

PARISH/COUNTY OF Tangipahoa

Affiant further said:

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

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.

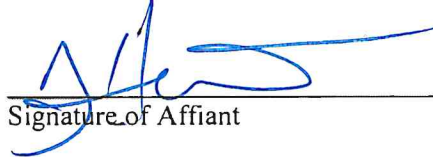
Choice B X There are NO debts which would require disclosure under Choice A of this section.

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.]

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

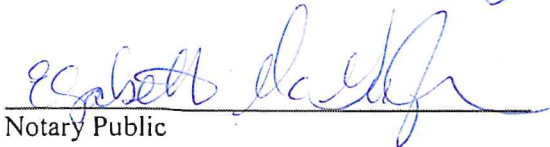


Signature of Affiant

Albert Hebert

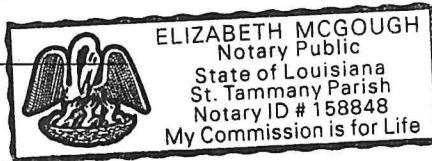
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 27th DAY OF January, 2020.



Notary Public

Printed Name of Notary



Notary/Bar Roll Number

My commission expires at death.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. ELIZABETH MCGOUGH
Address: 122 W. PINE STREET
PONCHATOULA, LA 70454
Phone: (267) 496-7215
Notary ID Number: 158848
Parish: ST. TAMMANY with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 27972
Status: Active
Commission Date: 07/09/2019
Oath Date: 07/09/2019
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 23, 2020

ADDENDUM # 1

Bid No.: 50-00129086

Bid Opening Date: 1/28/2020

For: Three year contract to perform Janitorial Services at various Jefferson Parish Facilities for the Department of General Services.

This addendum is to answer vendor question.

- 1) At the bid conference, you announced that you would provide toilet tissue, hand towels, and garbage bags, but I wanted to be clear on any other items that the Successful Bidder should provide as part of their price? *Hand soap? Seat liners? Sanitary Napkin Receptacle Liners? Etc.*

Answer: Jefferson Parish Department of General Services will only supply Trash Bags, Hand Towels, Toilet Paper, Toilet Seat Covers, Hand Soap, and Feminine Products. The successful bidder shall supply all other cleaning materials.

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
Jefferson Parish Purchasing Department

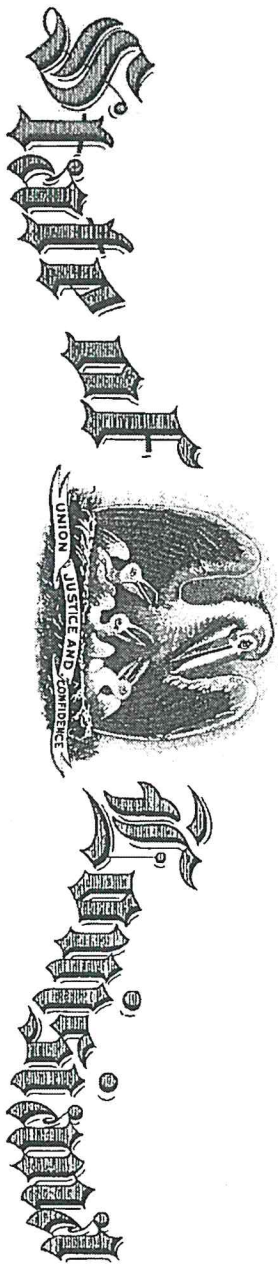
Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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

Willis Macoy
Director

Lee M. Smith
Chairman

This License Is Not Transferrable

Andy D. Moore
Treasurer



CERTIFICATE OF LIABILITY INSURANCE

1/1/2021

DATE (MM/DD/YYYY)

12/27/2019

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 LOCKTON COMPANIES 2100 ROSS AVENUE, SUITE 1400 DALLAS TX 75201 214-969-6700	CONTACT NAME:	
	PHONE (A/C, No, Ext):	
INSURED 1347943 Enmon Enterprises, LLC, Dba Jani-King of Baton Rouge 13702 Coursey Blvd, Bldg 8 Suite B Baton Rouge LA 70817	FAX (A/C, No):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Liberty Mutual Fire Insurance Company	
	INSURER B: Great American Insurance Company	
	INSURER C: The First Liberty Insurance Corporation	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ENMEN01A **CERTIFICATE NUMBER:** 14166834 **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"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	TB2-695-458279-030	1/1/2020	1/1/2021	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	AS2-691-458279-040	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
C	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 <input checked="" type="checkbox"/> N	N/A	WC6-695-458688-970	1/1/2020	1/1/2021	<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	EMPLOYEE DISHONESTY	N	N	SAA E163422 03 00	1/1/2020	1/1/2021	\$500,000 LIMIT PER OCC.

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

CERTIFICATE HOLDER

14166834
SPECIMEN

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

Frank S. Ludden

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**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. ENMON ENTERPRISES, LLC	
	2 Business name/disregarded entity name, if different from above JANI-KING OF NEW ORLEANS	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ S Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 122 WEST PINE STREET	Requester's name and address (optional) JEFFERSON PARISH
	6 City, state, and ZIP code PONCHATOULA, LA 70454	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number									
			-						
OR									
Employer identification number									
7	2	-	1	1	2	4	1	4	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Connie Drury</i>	Date ▶ <i>4/11/17</i>

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fv9.

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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

📍 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 Platinum Cleaning of Indianapolis, LLC
Mailing Address 21860 Burbnk Blvd., Suite 300 South Hills, CA 91367
Phone Number (310) 566-6210
Fax Number (640) 584-8116
Email Address kin.slu@platinumcleaning.com
Website http://www.platinumcleaning.com

Active Licenses

License Number 69093
Type Commercial License
Status LICENSED
Effective 12/10/2019
Expiration 12/10/2020
First Issued 12/10/2019

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	William Silva	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	William Silva	ALL

DATE: 12/18/2019

Page: 5

BID NO.: 50-00129086

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 10 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 36 months.

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

T.B.D.

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

69093

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Platinum Cleaning

ADDRESS: 650 Poydras St. Suite #1145

CITY, STATE: New Orleans, Louisiana ZIP: 70130

TELEPHONE: (504) 207 1901 FAX: (504) 784 6433

EMAIL ADDRESS: bill.silva@platinumcleaning.com

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

Acknowledge Receipt of Addenda: NUMBER: 1 WS.

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 1,225,281.¹²

AUTHORIZED SIGNATURE: TJ A.

TITLE: Vice President

William Silva

Printed Name

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR VARIOUS FACILITIES FOR JEFFERSON PARISH GENERAL SERVICES.		
1	36.00	MO	0010-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$ 5,844.60	\$ 210,405.60
2	1.00	SQFT	0020-PROVIDE A SQUIRE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	.0510	.0510
3	36.00	MO	0030-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING (24TH JDC)	\$ 5,609.86	\$ 201,955.10
4	1.00	SQFT	0040-PROVIDE A SQRARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC)	.0520	.0520
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	\$ 1,894.50	\$ 68,202.00
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	.0450	.0450
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	\$ 801.83	\$ 28,865.70
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	.0750	.0750

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING. 0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	\$825. ⁰⁰	\$29,700. ⁰⁰
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	.0750	.0750
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	\$10,099. ⁸⁰	\$363,592. ⁹⁴
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JOSEPH S. YENN BUILDING.	.052	.052
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	\$1,960.40	\$70,574.40
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	.065	.065
15	88,821.00	SQFT	0150-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 UNDER THIS CONTRACT.	.28	\$24,869. ⁸⁰
16	54,022.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDING TO BE COVERED UNDER THIS CONTRACT.	.14	\$7563. ⁰⁸

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING*		
17	14,590.00	HR	0170-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR 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.	\$15.00	\$218,850.00
18	36.00	HR	0180-PROVIDE AN HOURLY RATE TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP. STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	\$19.50	\$702.00

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Platinum Cleaning of Indianapolis, LLC

1522 2nd Street

Santa Monica, CA 90401

OWNER:

(Name, legal status and address)

Jefferson Parrish, Louisiana

200 Derbigny Street

Gretna, LA 70053

SURETY:

(Name, legal status and principal place of business)

Arch Insurance Company

3 Parkway Suite 1500, 1601 Cherry Street

Philadelphia, PA 19102

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.

BOND AMOUNT: Five Percent of Amount Bid

PROJECT:

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

Janitorial Service at Various Jefferson Parish Facilities for the Department of General Services

Bid Number: 50-129086

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 28th day of January, 2020

Platinum Cleaning of Indianapolis, LLC

(Principal)

(Seal)

(Witness)

(Title)

Arch Insurance Company

(Surety)

(Seal)

(Witness)

(Title)

Trudy D. Whitrock, Attorney-in-Fact

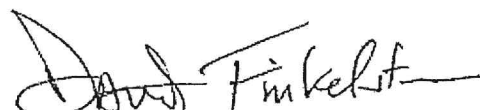
In Testimony Whereof, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 19th day of September, 2019.

Attested and Certified

Arch Insurance Company


Patrick K. Nails, Secretary

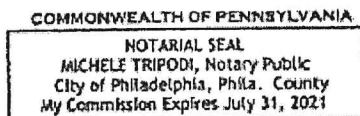




David M. Finkelstein, Executive Vice President

STATE OF PENNSYLVANIA SS

COUNTY OF PHILADELPHIA SS

I, Michele Tripodi, a Notary Public, do hereby certify that Patrick K. Nails and David M. Finkelstein personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

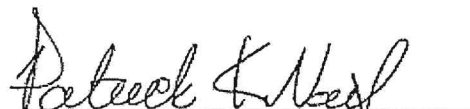



Michele Tripodi, Notary Public
My commission expires 07/31/2021

CERTIFICATION

I, Patrick K. Nails, Secretary of the Arch Insurance Company, do hereby certify that the attached Power of Attorney dated September 19, 2019 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said David M. Finkelstein, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 28th day of January, 2020.


Patrick K. Nails, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:

Arch Insurance – Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102



THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON BLUE BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:

That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Gregory L. Stanley, Joel L. Karsten, Theresa A. Hunziker and Trudy D. Whitrock of St. Louis, MO (EACH)

its true and lawful Attorney(s) in Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed:

Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding Ninety Million Dollars (\$90,000,000.00).

This authority does not permit the same obligation to be split into two or more bonds in order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on September 15, 2011, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:

"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on September 15, 2011:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on September 15, 2011, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company.

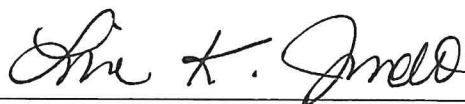
STATE OF Missouri

COUNTY OF St. Louis

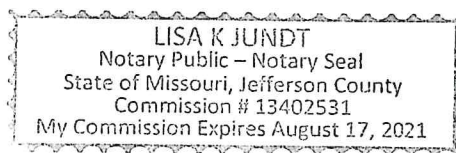
On January 28, 2020, before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared Trudy D. Whitrock known to be to be Attorney-in-Fact of Arch Insurance Company the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument on behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have set my hand and affixed my seal, the day and year stated in this certificate above.

My Commission Expires: 8/17/2021



Notary Public





PLATCLE-02

JDEAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/24/2020

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).

PRODUCER JD Kutter Charles L. Crane Agency 100 N Broadway, Ste 900 Saint Louis, MO 63102	CONTACT Jessica Dean		
	PHONE (A/C, No, Ext): (314) 444-4949	FAX (A/C, No): (314) 444-4900	
	E-MAIL ADDRESS: jessica@jdkutter.com		
INSURED PLATINUM CLEANING OF INDIANAPOLIS, LLC 28160 BURBANK BLVD STE 300 SOUTH WOODLAND HILLS, CA 91367	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : National Union Fire Ins of PA		19445
	INSURER B : Navigators Insurance Company		42307
	INSURER C : New Hampshire Insurance Co.		23841
	INSURER D : Hartford Fire Insurance Co.		19682
	INSURER E :		
INSURER F :			

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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"/> PROJE <input checked="" type="checkbox"/> LOC OTHER: \$10,000,000 AGGREGATE CAP			6948030	5/1/2019	5/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7742228	5/1/2019	5/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 0			CH19EXC938222IV	5/1/2019	5/1/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 86326471	5/1/2019	5/1/2020	<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
C	CALIFORNIA WORK COMP			WC086326472	5/1/2019	5/1/2020	STATUTORY/EL LIMITS \$ 1,000,000
D	EMPLOYEE THEFT			84BDDGT2132	9/21/2019	9/21/2020	CLIENT PREMISES \$ 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EMPLOYMENT PRACTICES LIABILITY - EFFECTIVE 9/2/19 - 9/2/20 - PHILADELPHIA INDEMNITY INSURANCE COMPANY POLICY #PHSD1476050 - \$2,000,000 LIMIT / \$25,000 RETENTION

Re: Bid #50-129086, Janitorial Service at Various Jefferson Parish Facilities for the Department of General Services

The Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council are included as additional insureds as required by written contract on the General Liability policy and Auto Liability policy with respect to work performed by the named insured for the certificate holder.

CERTIFICATE HOLDER	CANCELLATION
Jefferson Parish, Louisiana 200 Derbigny Street General Government Building, Suite 4400 Gretna, LA 70053	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 Joel Karsten

ACORD 25 (2016/03)

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CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Platinum Cleaning of Indianapolis, LLC
INCORPORATED, DULY NOTICED AND HELD ON January 24, 2020,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Mr. William Silva, 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.



William Hertz
SECRETARY-TREASURER

January 24, 2020

DATE



PLATINUM
CLEANING & FACILITY SERVICES

To whom it may concern,

I, William Silva, Vice President of Platinum Cleaning of Indianapolis LLC.
to authorize myself to sign documents on behalf of Platinum Cleaning of
Indianapolis LLC.

Thanks,
William Silva

Vice President
650 Poydras St. #1145
New Orleans, La. 70130

01/27/2020

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF New Orleans

BEFORE ME, the undersigned authority, personally came and appeared: William Silva, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of Platinum Clarity (Entity), the party who submitted a bid in response to Bid Number 50-00129086, 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.]

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

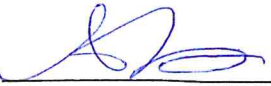


Signature of Affiant

William Silva

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 27th DAY OF January, 2020.



Notary Public

ANNE LEMOINE

Printed Name of Notary

163234

Notary/Bar Roll Number

My commission expires at death.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. ANNE S. LEMOINE
Address: 650 POYDRAS
STE 2050
NEW ORLEANS, LA 70130

Phone: (504) 648-2711
Phone 2: (504) 813-5823

Notary ID Number: 163234
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 38322
Status: Active

Commission Date: 01/09/2020
Oath Date: 01/05/2020
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

Notary Events

Name Change	Previous Name: ANNE LEMOINE	Previous Commission Date: Unknown
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Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

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

**Request for Taxpayer
Identification Number and Certification**

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Platinum Cleaning of Indianapolis, LLC	
2 Business name/disregarded entity name, if different from above Platinum Cleaning Facility Services	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. 21860 Burbank Blvd, Suite 300 South	6 City, state, and ZIP code Woodland Hills, CA 91367
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Kevin S. CONTROLLER</i>	Date ► <i>1/11/2019</i>
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General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 23, 2020

ADDENDUM # 1

Bid No.: 50-00129086

Bid Opening Date: 1/28/2020

For: Three year contract to perform Janitorial Services at various Jefferson Parish Facilities for the Department of General Services.

This addendum is to answer vendor question.

- 1) At the bid conference, you announced that you would provide toilet tissue, hand towels, and garbage bags, but I wanted to be clear on any other items that the Successful Bidder should provide as part of their price? *Hand soap? Seat liners? Sanitary Napkin Receptacle Liners? Etc.*

Answer: Jefferson Parish Department of General Services will only supply Trash Bags, Hand Towels, Toilet Paper, Toilet Seat Covers, Hand Soap, and Feminine Products. The successful bidder shall supply all other cleaning materials.

Sincerely,

Donna Reamey

Donna Reamey, 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.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

📍 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 Primero Services, Inc.
Mailing Address 1759 L & A Road
Metairie, LA 70001
Phone Number (504) 832-9944
Fax Number (504) 833-4144
Email Address brent@primeroservices.com
Website <http://www.primeroservices.com>

Active Licenses

License Number 560911
Type Home Improvement Contractor Registration
Status REGISTERED
Effective 05/03/2019
Expiration 05/03/2020
First Issued 05/03/2019

License Number 47041
Type Commercial License
Status LICENSED
Effective 06/18/2018
Expiration 05/17/2021
First Issued 05/17/2007

License Number 250567
Type Mold Remediation License
Status LICENSED
Effective 07/17/2019
Expiration 07/16/2022
First Issued 07/16/2015

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Leonard Charles Cabrera Sr.	ALL
BUSINESS AND LAW	Leonard Charles Cabrera Sr.	ALL
BUSINESS AND LAW	David Leonard Howley	ALL
MOLD REMEDIATION CONTRACTOR	David Leonard Howley	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Leonard Charles Cabrera Sr.	ALL

DATE: 12/18/2019

Page: 5

BID NO.: 50-00129086

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Term of Contract

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

1 week prior to start

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 47041

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Primera Services Inc. dba-Service Master Elite
Cleaning Services

ADDRESS: 1759 L & A Rd.

CITY, STATE: Metairie, La. ZIP: 70001

TELEPHONE: (504) 832-9944 FAX: (504) 833-4144

EMAIL ADDRESS: lenny@servicemastereliteclean.com

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

Acknowledge Receipt of Addenda: NUMBER: #1 1-28-2020

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 1,238,940.88

AUTHORIZED SIGNATURE: [Signature]

TITLE: PRESIDENT

LEONARD C. CABRERA
Printed Name

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR VARIOUS FACILITIES FOR JEFFERSON PARISH GENERAL SERVICES.		
1	36.00	MO	0010-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	6,049.14	217,769.04
2	1.00	SQFT	0020-PROVIDE A SQUIRE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	.053	.053
3	36.00	MO	0030-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING (24TH JDC)	5,867.98	211,247.28
4	1.00	SQFT	0040-PROVIDE A SQRARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC)	.055	.055
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	1,945.96	70,054.56
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	.054	.054
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	875.49	31,517.64
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	.080	.080

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING. 0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	711.47	25,612.92
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	.065	.065
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	9915.99	356,975.64
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JOSEPH S. YENN BUILDING.	.051	.051
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	2112.93	76,065.48
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	.070	.070
15	88,821.00	SQFT	0150-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 UNDER THIS CONTRACT.	.25	22,205.25
16	54,022.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDING TO BE COVERED UNDER THIS CONTRACT.	.12	6482.64

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	14,590.00	HR	<p>***PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING****</p> <p>0170-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM</p> <p>REGULAR 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	218,850. ⁰⁰
18	36.00	HR	<p>0180-PROVIDE AN HOURLY RATE TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP, STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.</p>	60. ⁰⁰	2,160. ⁰⁰

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Primero Services, Inc. dba ServiceMaster Elite Cleaning Services
1759 L and A Road
Metairie, LA 70001

SURETY:

(Name, legal status and principal place of business)

The Gray Casualty & Surety Company

P.O. Box 6202

Metairie, LA 70009-6202

Mailing Address for Notices

P.O. Box 6202

Metairie, LA 70009-6202

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 Purchasing Department
200 Derbigny Street, General Government Building Suite 4400
Gretna, LA 70053

BOND AMOUNT: 5%

Five Percent of Amount Bid

PROJECT:

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

THREE YEAR CONTRACT TO PERFORM JANITORIAL SERVICE AT VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF GENERAL SERVICES

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.

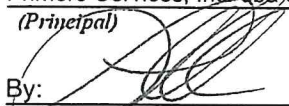
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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 23rd day of January, 2020.

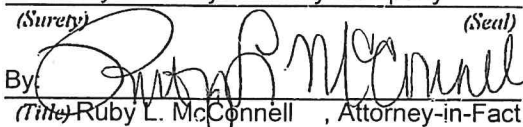

(Witness)

Primero Services, Inc. dba ServiceMaster Elite Cleaning Services
(Principal) (Seal)

By: 
(Title) PRESIDENT


(Witness) Tina Bell

The Gray Casualty & Surety Company
(Surety) (Seal)

By: 
(Title) Ruby L. McConnell, Attorney-in-Fact
Surety Phone No. 504-888-7790



THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY

GENERAL POWER OF ATTORNEY

222813

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint L.M. Bryant, Johnny R. Pitts, Lauren Blair, and Ruby L. McConnell of Memphis, Tennessee jointly and severally on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$10,000,000.00

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLV ED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 12th day of September, 2011.



By:

Michael T. Gray
Michael T. Gray
President, The Gray Insurance Company
and
Vice President,
The Gray Casualty & Surety Company

Attest:

Mark S. Manguno
Mark S. Manguno
Secretary,
The Gray Insurance Company,
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 12th day of September, 2011, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company and Vice President of The Gray Casualty & Surety Company, and Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Lisa S. Millar

Lisa S. Millar, Notary Public, Parish of Orleans
State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 22nd day of January, 2020.



Mark S. Manguno
Mark S. Manguno, Secretary
The Gray Insurance Company
The Gray Casualty & Surety Company

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Primero Services Inc dba ServiceMaster Elite Cleaning Services
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Primero Services Inc dba ServiceMaster Elite Cleaning
INCORPORATED, DULY NOTICED AND HELD ON January 21, 2020,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Leonard Cabrera, Sr., 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.

Nancy B. Cabrera
SECRETARY-TREASURER

01/21/2020
DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Leonard Cabrer, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Primer Service (Entity), the party who submitted a bid in response to Bid Number 50-001 29086, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

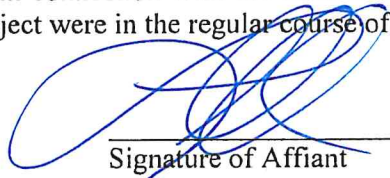
Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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



Signature of Affiant

Leonard Cabrera

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 24th DAY OF January, 2020.



Notary Public

Bert Cabrera

Printed Name of Notary

33045

Notary/Bar Roll Number

My commission expires upon death.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MR. BRENT F. CABRERA
Address: 1759 L&A ROAD
METAIRIE, LA 70001
Phone: (504) 832-9944
Notary ID Number: 90876
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 33045
Status: Active
Commission Date: 11/01/2010
Oath Date: 10/25/2010
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Primero Services, Inc	
	2 Business name/disregarded entity name, if different from above ServiceMaster Elite Cleaning Services	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 1759 L and A Road	Requester's name and address (optional)
	6 City, state, and ZIP code Metairie, LA 70001	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number								
			-					
or								
Employer identification number								
7	2		-	1	3	1	9	2 5 0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶ 1/6/20

General Instructions

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

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

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2019

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 Stone Insurance, Inc. 111 Veterans Blvd, Suite 1420 Metairie LA 70005-3055		CONTACT NAME: Cathlene Hughes PHONE (A/C, No, Ext): (504) 832-4161 FAX (A/C, No): (504) 835-6657 E-MAIL ADDRESS: cathy.hughes@stone-insurance.com																						
INSURED Primero Services, Inc., DBA: ServiceMaster 1759 L & A Road Metairie LA 70001		<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Arch Specialty Insurance</td><td></td></tr><tr><td>INSURER B:</td><td>L W C C</td><td>22350</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Arch Specialty Insurance		INSURER B:	L W C C	22350	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
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INSURER C:																								
INSURER D:																								
INSURER E:																								
INSURER F:																								

COVERAGES**CERTIFICATE NUMBER:** 19-20 MASTER**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			12EMP0536505	12/30/2019	12/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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 Contractors Pollution \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED \$ RETENTION \$			12EMX0536605	12/30/2019	12/30/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	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 <input checked="" type="checkbox"/> Y	N/A		168731	12/30/2019	12/30/2020	<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
A	Pollution, Mold and Professional Liability			12EMP0536505	12/30/2019	12/30/2020	Limit of Insurancd \$1,000,000. per claim

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

General Liability includes Blanket Additional Insured Endorsement (Form 00EMP0101 00 0114), Blanket Waiver of Subrogation (Form 00EMP0052 00 0504) and Per Project Aggregate (Form 00EMP0062 00 0504); all subject to written contract executed prior to any loss. Professional Liability limit per wrongful act is \$1,000,000; Claims Made basis; 12/30/14 Retro Date. Mold Limit per event is \$1,000,000; Claims Made basis; 2/1/2014 Retro Date. Contractors Pollution Liability Limit per pollution event is \$1,000,000; Claims Made basis; 2/1/2014 Retro Date. Leonard and Nancy Cabrera excluded from Workers Compensation Coverage. Work Comp includes Blanket Waiver of Subrogation and Alternate Employer Endorsement

CERTIFICATE HOLDER**CANCELLATION**

Primero Services Inc. dba ServiceMaster FOR INFORMATION PURPOSES ONLY 1759 L & A Road Metairie LA 70001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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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 Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes	
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394	
	E-MAIL ADDRESS: jamie.estes.ihh8@statefarm.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: State Farm Mutual Automobile Insurance Company	25178
INSURED Primero Service Inc. ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
A	AUTOMOBILE LIABILITY	Y	Y	320 3767-F26-18H	12/26/2019	06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			354 2954-F26-18A	12/26/2019	06/26/2020	BODILY INJURY (Per person) \$ 1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			315 2830-F26-18H	12/26/2019	06/26/2020	BODILY INJURY (Per accident) \$ 1,000,000
				235 4273-F26-18Y	12/26/2019	06/26/2020	PROPERTY DAMAGE (Per accident) \$ 1,000,000
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

All auto's have Comprehensive & Collision deductibles of \$1,000
Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

CERTIFICATE HOLDER**CANCELLATION**

Primero Service Inc, ServiceMaster & Primero Onlo, LLC	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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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PRODUCER Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394 E-MAIL ADDRESS: jamie.estes.ihh8@statefarm.com
INSURED Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Mutual Automobile Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	238 6106-F26-18Y 238 6108-F26-18V 238 6117-F26-18T 320 3768-F26-18E	12/26/2019 12/26/2019 12/26/2019 12/26/2019	06/26/2020 06/26/2020 06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

All auto's have Comprehensive & Collision deductibles of \$1,000

Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

CERTIFICATE HOLDER**CANCELLATION**

Primero Service Inc, ServiceMaster & Primero Onlo, LLC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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PRODUCER

Gary D. Hughes
4203 Williams Blvd Ste 200
Kenner, LA 70065

CONTACT NAME: Jamie Estes
PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394
E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: State Farm Mutual Automobile Insurance Company 25178

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Primero Service Inc, ServiceMaster & Primero Onlo, LLC
DBA ServiceMaster Elite Cleaning Services
1759 L and A Rd
Metairie, LA 70001-6236

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	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/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

All auto's have Comprehensive & Collision deductibles of \$1,000

Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

CERTIFICATE HOLDER

Primero Service Inc, ServiceMaster & Primero Onlo, LLC

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

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INSURED Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Mutual Automobile Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

NAIC #
25178**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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	INSURER A: State Farm Fire and Casualty Company		25143
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

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JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 23, 2020

ADDENDUM # 1

Bid No.: 50-00129086

Bid Opening Date: 1/28/2020

For: Three year contract to perform Janitorial Services at various Jefferson Parish Facilities for the Department of General Services.

This addendum is to answer vendor question.

- 1) At the bid conference, you announced that you would provide toilet tissue, hand towels, and garbage bags, but I wanted to be clear on any other items that the Successful Bidder should provide as part of their price? *Hand soap? Seat liners? Sanitary Napkin Receptacle Liners? Etc.*

Answer: Jefferson Parish Department of General Services will only supply Trash Bags, Hand Towels, Toilet Paper, Toilet Seat Covers, Hand Soap, and Feminine Products. The successful bidder shall supply all other cleaning materials.

Sincerely,

Donna Reamey

Donna Reamey, 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.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

#290132

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)
Primero Services, Inc.

Business name/disregarded entity name, if different from above
ServiceMaster Elite Cleaning Services

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
☐ Other (see instructions) ▶ _____

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt., or suite no.)
1759 L and A Road
City, state, and ZIP code
Metairie, LA 70001

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number								
				-				

Employer identification number									
7	2	-	1	3	1	9	2	5	0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶ 5/11/16

General Instructions

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

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and


- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

📍 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



Bid Number 50 – 129086

THREE YEAR CONTRACT TO PERFORM JANITORIAL SERVICE AT VARIOUS JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF GENERAL SERVICES.

January 28, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

SPECIFICATIONS FOR BID # 50-00129086

THREE (3) YEAR CONTRACT TO PERFORM JANITORIAL SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Section 1.0 – Pre-Bid Conference:

A mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: General Government Building, 200 Derbigny St. Suite 4400, Gretna

Date: January 9, 2020

Time: 10:00 AM

All bidders must attend the Mandatory pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, supplies, chemicals, and equipment necessary to provide a three (3) year contract to perform janitorial services at various locations for the Department of General Services (Parish Wide).

Section 3.0 –License Requirements:

The following Louisiana State licenses will be required for this bid:

- Commercial Contractor
- and a

Louisiana State specialty license in the following category:

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

NOTE- Louisiana State Contractors License number shall be on the outside of the bid envelope. 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.

Bonds:

A 5% surety bond is required with bid submission. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

SPECIFICATIONS FOR BID # 50-00129086

Section 4.0 – 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 5.0 – 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.

Section 6.0 – Quantities/Inspections:

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract. All measurements given in these specifications are informational only and should not be considered exact measurements.

Section 7.0 Location/Square Footage:

BUILDING NAME	LOCATION	APPROXIMATE SQUARE FOOTAGE	NUMBER OF FLOORS
Charles B. Odom Sr. Service Center	5001 Westbank Exp. Marrero, LA 70072	11,000	1
First Parish Court	924 David Drive Metairie, LA 70003	30,160	1
General Government Building and Rotunda	200 Derbigny Street Gretna, LA 70053	114,600	6
Joseph S. Yenni Building	1221 Elmwood Park Blvd. Jefferson, LA 70123	194,227	10
Salvador A. Liberto Building	200 Huey P. Long Avenue Gretna, LA 70053	10,691	2
Second Parish Court House	100 Huey P. Long Ave. Gretna, LA 70053	42,100	3
Thomas F. Donelon Building/ 24 th Judicial District Court	200 Derbigny Street Gretna, LA 70053	107,882	5

SPECIFICATIONS FOR BID # 50-00129086

Section 8.0 Bid Specifications:

Fifteen (15) calendar days after receiving the parish issued "Notice to Proceed", the successful bidder shall provide a typed "*Janitorial Employee Verification Form*" to the Department of General Services.

- See attachment "A" for a reference copy of the "*Janitorial Employee Verification Form*"

MONTHLY:

- The successful bidder shall e-mail a completed "*Janitorial Employee Verification Form*" to the Department of General Services by the 15th day of each month. Failure to comply with this directive will cause a fifty (50%) percent point deduction in that month's inspection report. An email contact list will be provided to the successful bidder at the pre-construction conference.

DAILY:

Tasks to be performed by each site supervisor during the Janitorial Contract:

- Ensure all lights controlled by light switches are turned off.
- Arming of applicable alarm systems.
- Locking of all applicable doors.
- Complete the Janitorial Closet Inspection Form.
 - Inspection form is located in all Janitorial Closets.
- Failure to perform any of the above task will result in a fifty (50%) percent point deduction on the "*Janitorial Service Performance Rating Form*".

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SPECIFICATIONS FOR BID # 50-00129086

8.1 General Requirements and Information:

- Successful bidder shall have an office within one hour of the Jefferson Parish General Government Building located at 200 Derbigny Street Gretna, LA 70053.
- Employees will NOT be allowed to have visitors or to bring children to the job site at any time. NO EXCEPTIONS.
- All successful bidder Employees shall wear a company provided identification card at all times while on Jefferson Parish property.
 - The identification card shall be a minimum of twelve square inches.
 - The company identification card shall contain the following:
 - Company name and logo.
 - Name and photo of the employee the identification card belongs to.
- All successful bidder Employees shall wear a company issued smock or uniform shirt at all times while working in any parish facility.
- For safety and security reasons, ear buds or noise canceling devices shall not be used during working hours in any parish facility.
- All successful bidder Employees shall be properly trained to perform all duties identified in these specifications.
 - Successful bidder shall provide a "training certificate" indicating each employee has received training on:
 - How to properly perform janitorial tasks
 - Chemical safety
 - Successful bidder shall provide a "training certificate" indicating each supervisor has received training on:
 - Supervisory Skills
- All successful bidder Employees shall, at all times, be courteous and neat in appearance while working in parish facilities.
- All successful bidder Employees who are not conducting themselves in a safe and proper manner will be removed immediately from all parish facilities.
 - Bidder will not be paid for the service of any employee removed from a parish building.
- Security swipe cards and building keys will be issued to the successful bidders "on-site" supervisor.
 - The successful bidder shall pay \$50.00 for the replacement of any lost security card swipes or keys.
 - Loss or damage of any security card swipes or building keys shall be reported to the Jefferson Parish Janitorial Supervisor immediately.
- An English speaking supervisor shall be present at each location while janitorial services are being performed.
- With the exception of the day time porter position Jefferson Parish will not allow the successful bidder to only have one (1) employee working at any given location.
- The use of sub-contractors will not be permitted under this contract.

SPECIFICATIONS FOR BID # 50-00129086

8.2 Employee Verification:

Before the department issues the *"Notice to Proceed"*, the successful bidder shall provide the following information to the Department of General Services;

- A Jefferson Parish, State of Louisiana and a Federal criminal record background check on each employee working in parish facilities.
- An I-9 Form on each employee working in parish facilities.
- Failure to provide the above information will result in a delay of the start of the contract and possible cancellation of the contract.

During the duration of the contract the successful bidder shall provide the following:

- Three working days prior to any new janitorial employee beginning work in parish facilities the following shall be provided:
 - A Jefferson Parish, State of Louisiana and a Federal criminal record background check on each employee working in parish facilities.
 - An I-9 Form on each employee working in parish facilities.
- Failure to provide the above information will result in the employee to be escorted off parish property and a fifty (50%) percent point deduction from that month's inspection report and the Bidder will not be paid for the service of any employee removed from a parish building.

8.3 Storage areas:

- All storage areas provided by Jefferson Parish and used by the successful bidder shall be kept clean and neat at all times. Failure to perform this task will result in one (1) warning.
- Failure to comply after the first warning a fifty (50%) percent point deduction shall be subtracted from that month's inspection report for each occurrence.

Section 9.0 - Individual Buildings Requiring Services:

9.1 Jefferson Parish General Government Building & Rotunda Area:

A: The following areas in the General Government Building and Rotunda will be excluded from this contract:

- Vacant Areas on the 3rd & 4th Floors
- All Air Handler Rooms
- Penthouse
- Electrical Rooms
- Tel-Data Rooms
- File storage area 6th Floor (Council Clerk's Office)
- Credit Union – 1st Floor
- Snack Bar Supply Area Only – 1st Floor
- Assessor's Office – Suite 1100

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- The supervisor in the General Government Building may also supervise employees working at the:
 - Thomas F. Donelon Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Second Parish Court.
- This facility participates in recycling, separation of trash and recyclables will be required. This includes the dumping of trash and recyclables in a separate dumpster(s).
 - Trash receptacles will be identified by the placement of BLACK trash bags.
 - Recycle receptacles will not use can liners.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.
- Successful bidder shall provide training for all employees

SPECIFICATIONS FOR BID # 50-00129086

9.1 Jefferson Parish General Government Building & Rotunda Area: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place in onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

9.2 Jefferson Parish Thomas Donelon Building:

A: The following areas in the Thomas Donelon Building will be excluded from this contract:

- Vacant Area on the 3rd floor
- All Air Handler Rooms
- Penthouse – Equipment Room
- Electrical Rooms
- Tel-Data Rooms
- Detention Area – 2nd Floor

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- The supervisor in the Thomas F. Donelon Building may also supervise employees working at the:
 - General Government Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Second Parish Court
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.
- Successful bidder shall provide training for all employees

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SPECIFICATIONS FOR BID # 50-00129086

9.2 Jefferson Parish Thomas Donelon Building: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place in onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

9.3 Jefferson Parish Second Parish Courthouse:

A: The following areas in the Jefferson Parish 2nd Parish Court House will be excluded from this contract:

The following areas will be excluded from this contract:

- All Air Handler Rooms
- Equipment Rooms
- Electrical Rooms
- Tel-Data Rooms
- Prisoner Detention Area – 2nd Floor
- Judges Chambers – 2nd Floor
- 3rd floor

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- The supervisor in the Second Parish Court House Building may also supervise employees working at the:
 - General Government Building
 - Salvador A. Liberto Building
 - Charles B. Odom, Sr. Service Center
 - Thomas F. Donelon Building Second Parish Court
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.
- Successful bidder shall provide training for all employees

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SPECIFICATIONS FOR BID # 50-00129086

9.3 Jefferson Parish Second Parish Courthouse: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place in onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

9.4 Jefferson Parish Salvador A. Liberto Building:

A: The following areas in the Salvador A. Liberto Building will be excluded from this contract:

- All Air Handler Rooms
- Electrical Rooms
- Elevator mechanical room

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- The supervisor in the Salvador A. Liberto Building may also supervise employees working at the:
 - General Government Building
 - Second Parish Court House Building
 - Charles B. Odom, Sr. Service Center
 - Thomas F. Donelon Building
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.
- Successful bidder shall provide training for all employees

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SPECIFICATIONS FOR BID # 50-00129086

9.4 Jefferson Parish Salvador A. Liberto Building: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Fill all restroom dispensers with owner provided supplies
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

Salvador A. Liberto Building

9.5 Jefferson Parish Charles B. Odom, Sr. Service Center:

A: The following areas in the Charles B. Odom, Sr. Service Center will be excluded from this contract:

- File Storage room
- Electrical Rooms

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- Successful bidder shall provide training for all employees.
- The office of the Jefferson Parish Employees Federal Credit Union service time will differ from the rest of the facility. Cleaning Personnel must be in by 3:30 p.m. every day and be completed by 4:30 p.m. with the exception of Wednesdays which will be serviced from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.

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Charles B. Odom, Sr. Service Center

SPECIFICATIONS FOR BID # 50-00129086

Jefferson Parish Charles B. Odom, Sr. Service Center: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Fill all restroom dispensers with owner provided supplies
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

Charles B. Odom, Sr. Service Center

9.6 Jefferson Parish Joseph S. Yenni Building:

A: The following areas in the Joseph S. Yenni Building will be excluded from this contract:

- Air Handler Rooms
- Electrical Rooms
- Penthouse – Equipment Room
- Assessor's Area – 9th Floor
- Snack Bar Supply Area – 1st Floor
- ATM and Water Depository – 1st Floor
- Water Department Records Storage Room – 1st Floor
- Pump Room – 1st Floor
- 7th & 9th floor computer rooms

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder's 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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- This facility participates in recycling, separation of trash and recyclables will be required. This includes the dumping of trash and recyclables in a separate dumpster(s).
 - Trash receptacles will be identified by the placement of BLACK trash bags.
 - Recycle receptacles will not use can liners.
- Successful bidder shall provide training for all employees.
- The office of the Jefferson Parish Employees Federal Credit Union (Suite 202) service time will differ from the rest of the facility. Cleaning Personnel must be in by 3:30 p.m. every day and be completed by 4:30 p.m. with the exception of Wednesdays which will be serviced from 3:00 p.m. to 4:00 p.m. Access to all areas will be permitted and supervised by Credit Union personnel only.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable alarm systems. Failure to perform any of these tasks 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.

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SPECIFICATIONS FOR BID # 50-00129086

9.6 Jefferson Parish Joseph S. Yenni Building: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Empty recycling containers and place in onsite recycling container
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and wipe down with an unscented disinfectant cleaner all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

Joseph S. Yenni Building

9.7 Jefferson Parish First Parish Courthouse:

A: The following areas in the Jefferson Parish First Parish Courthouse will be excluded from this contract:

- Engine Room/Mechanical Rooms
- Telephone Equipment Rooms
- Electrical Rooms
- All Storage Closets
- District Attorney's Storage Area
- Clerk of Court's Record Storage Room
- Computer Room
- Judges Chambers

B: General Information:

- Jefferson Parish will furnish a log book for the purpose of relaying complaints received during the day to the successful bidder'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 the tenants to resolve complaints no later than 3:30 p.m. that day.
- The successful bidder will be responsible for turning all lights off and locking all applicable doors. The successful bidder will also be responsible for arming all applicable 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.

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SPECIFICATIONS FOR BID # 50-00129086

9.7 Jefferson Parish First Parish Courthouse: Continued

C: The following tasks shall be performed:

Task To Be Performed Daily
Empty all interior and exterior trash cans
Clean walk off mats at entrances of buildings
Wipe down all breakroom countertops with an unscented disinfectant cleaner
Clean and polish stainless steel around elevators with owner provided stainless steel polish
Clean both sides of all entrance and interior glass doors and windows with an unscented window cleaner
Empty trash cans and sanitary receptacles in restrooms
Clean all mirrors with window cleaner
Mop all restroom floors with an unscented disinfect cleaner
Wipe down all walls and partitions in restrooms with an unscented disinfectant cleaner
Wipe down all basins, bowls, toilet seats (both sides) , and fixtures in restrooms with an unscented disinfectant cleaner
Sweep all hard surface floors
Mop all hard surface floors with an unscented disinfected cleaner
Spot clean all carpet areas
Task To Be Performed Weekly
Clean all water fountains with an unscented disinfectant cleaner
Vacuum all carpet
Remove paper and trash from stairwells
Dust and clean all vents, light fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, and handrails up to 12 feet off the ground
Task To Be Performed Monthly
Buff all hard surfaces with a motorized floor buffer
Task To Be Performed Semi-Annually
Clean light switch plates, door frames, door push/pull bars, and door knobs with unscented disinfectant cleaner

First Parish Courthouse

SPECIFICATIONS FOR BID # 50-00129086

Section 10.0 - Blood/body fluid contamination clean-up:

NOTE:

This work will be a part of this contract but will not be part of the bid price.
The provided cost is only used to establish pricing for use on an as needed basis.

The purpose of this section is for the successful firm to identify a safe method of cleanup of any spilled human body fluid as blood and other body fluid contamination may contain viruses, bacteria, and parasites that can cause harm to exposed persons.

Successful bidder shall provide all labor, materials, incidentals, cleaners, personal protective equipment, germicidal disinfectants, etc. needed to properly clean any area which has been deemed to be in a contaminated "bio-hazard" condition.

Upon cleaning of the contaminated area the successful firm shall provide documentation of the area being safe for human occupancy.

Cleaning of areas may be where surface areas are ceramic, wood, vinyl tile, sheetrock, glass/mirror, Formica, carpet, etc.

All work under this section shall meet or exceed all federal, state, and local laws, guidelines, procedures, etc.

Disposal of all contaminated body fluids, blood, fluids, etc. and all cleaning materials used for the clean-up shall meet or exceed all federal, state, and local laws, guidelines, procedures, etc.

No clean up materials shall be disposed of in Jefferson Parish trash cans, dumpsters, etc.

Successful firm shall provide documentation to Jefferson Parish a list of the following:

- Cleaning materials used
- Chemicals used
- Tools, hardware, etc. used
- Procedures used
- Method of clean-up
- Location of the disposal all of contaminated clean up materials

SPECIFICATIONS FOR BID # 50-00129086

Section 11.0 – Cleaning Supplies and Equipment:

- The successful bidder shall have an onsite inventory of cleaning supplies required to perform all work listed in these specifications.
- The Jefferson Parish Department of General Services Janitorial Supervisor will review and approve all cleaning supplies prior to use.
- All cleaning products shall meet or exceed the *“United States Environmental Protection Agency Safer Choice Certified Product Guidelines”*.
- Cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring, etc.
- The use of bleach will not be permitted at any Jefferson Parish facility.
- The successful bidder shall repair or replace any items damaged or stained by cleaning products.
- Damaged items will be returned to their original condition or be replaced at no additional cost to Jefferson Parish.
- No owner furnished products (paper products, rags, chemicals, etc.) shall be used for cleaning purposes by the successful bidder.

11.1 Equipment

- The successful bidder shall provide all equipment necessary to perform janitorial services listed in these specifications.
- Equipment will be stored in 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.

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SPECIFICATIONS FOR BID # 50-00129086

Section 12.0 Safety Data Sheets (SDS)

Successful bidder shall provide and/or perform the following:

- Safety Data Sheets (SDS) shall be provided to General Services on all cleaning products within 15 days of receiving the *"Notice to Proceed"*.
- The successful bidder shall provide a three ring binder with a copy of each Safety Data Sheets (SDS) placed wherever chemicals are stored.
- As new chemicals are introduced into a parish facility, the successful bidder shall update all SDS three ring binders and provide a copy to the Janitorial Supervisor.
- Successful bidder shall review all Safety Data Sheets (SDS) for accuracy monthly.
- During the duration of the contract, the successful bidder shall perform a Quarterly Review of all SDS binders as follows:
 - Provide a letter to General Services stating the following:
 - Location of each binder
 - Binder has been reviewed and updated
 - Binder review date
- Failure to comply after the first warning a fifty (50%) percent point deduction shall be subtracted from that month's inspection report for each occurrence.

Section 13.0 – Hours of Work:

Work under this contract shall not begin before 4:00 p.m. each day and shall end by 10:00 p.m. each night (excluding the Day Time Janitorial Employee), unless otherwise specified within these specifications or changed at a later date by Jefferson Parish.

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 General Services.

SECTION INTENTIONALLY LEFT BLANK

SPECIFICATIONS FOR BID # 50-00129086

Section 14.0 – Performance:

- Beginning thirty days after the Notice to Proceed is issued a representative of the successful bidders company and the Jefferson Parish Department of General Services Janitorial Supervisor will begin performing monthly inspections of all facilities listed in these specifications.
- The monthly inspections shall be completed by the fifteenth day of each month.
- A ***“Janitorial Services Performance Rating Form”*** will be completed by the Jefferson Parish Department of General Services Janitorial Supervisor and the successful bidder for each property.
 - See attachment “C” for a reference copy of the ***“Janitorial Services Performance Rating Form”***
- Jefferson Parish reserves the right to reduce the monthly payment for each facility that scores below 90% on the Janitorial Services Performance Rating Form.
- If deficiencies are found in the cleanliness of the buildings Jefferson Parish reserves the right to hire its own staff or another contractor to correct the deficiencies and charge the successful bidder a rate of \$50.00 per hour. The total cost of the cleaning will be deducted from the monthly bill.

Section 15.0 – Billing:

The successful bidder shall submit an individual invoice for each location serviced under this contract by the fifteenth day of each month. The invoices shall be submitted to the department for which the work is performed.

Note:

No additional work shall be performed without a purchase order issued by the requesting department.

Section 16.0 Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

Attachment "A"

JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES Janitorial Employee Verification Form

DATE _____

VENDOR NAME _____

VENDOR POINT OF CONTACT _____

VENDOR POC INFORMATION: Phone _____ Fax _____

E-mail _____

Employee Name	Title	Date Employed w/Vendor	Years of Experience	Verifiable Training Completed	Completed I-9 on File
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>
				YES <input type="checkbox"/>	YES <input type="checkbox"/>
				NO <input type="checkbox"/>	NO <input type="checkbox"/>

Attachment "B"

Day Time Janitorial Employee (Day Porter) Job Description

Employee shall perform regular daily cleaning of lobbies, stairwells, offices, and restrooms, and will perform any other custodial duties assigned by the Property Manager, Assistant Property Manager, or Requesting Departments Representative.

Employee may be given a list of specific duties that are tailored to each facility.

Below is a list of tasks required of the Day Time Janitorial Employee (Day Porter).

1. Pull trash from all trash receptacles and place in onsite dumpsters or trash compactor.
2. Vacuum all carpeted floors.
3. Sweep and mop tile floors.
4. Shake out and vacuum all entrance mats.
5. Sift out cigarette butts from urns.
6. Clean and dust items up to twelve feet in height.
7. Clean restrooms
8. Report items in need of maintenance and/or repair to the parish representative.
9. Install parish provided paper products and hand soaps.
10. Perform building recycle duties (if applicable)
11. Clean up spills.
12. Maintain floors in rainy weather to prevent slipping.
13. Put out wet floor signs and umbrella bags.
14. Employee will be required to punch in and out on a parish provided time clock using a parish provided time card.
15. The Day Time Janitorial Employee (Day Porter) will only be paid for hours recorded on the time card.
16. Jefferson Parish will not pay for lunch breaks.

SPECIFICATIONS FOR BID # 50-00129086

Attachment "C"

Janitorial Services Performance Rating Sheet			
Location:		Date:	
Lobbies and Entrances	(25)	Restrooms	(70)
Elevators/Elevator Doors		Soap Dispensers	
Doors/Glass		Trash Containers	
Tile/Carpet		Napkin Containers	
Corners/Edges		Walls	
Furnishings		Stalls	
Offices	(70)	Toilets	
Corners/Edges		Urinals	
Baseboards		Basins	
Low Dusting		Under Basins	
High Dusting		Counter Area	
Desks/Chairs		Bright Work	
Walls/Vertical Surfaces		Mirrors	
Light Switches		Floors	
Blinds		Corners/Edges	
Partition Glass		Questions	(35)
Stairs		Has vendor corrected past problems	
Trash Containers		Has vendor communicated weekly?	
Tile		Are supply closets in order?	
Carpet		What is the appearance of equipment?	
Water Fountains		Does the vendor have adequate cleaning Supplies?	
Miscellaneous	(15)	Are SDS Sheets kept with janitorial supplies?	
		Do employees have company provided smocks with company name and employee name?	
Notes and Comments:			
Total Points Possible	215	Contract Price:	
Deductions		Invoice Total:	
Total Possible Score		Company:	
Total Actual Score		J.P. Representative:	
Percentage Rating		Date:	
A TOTAL SCORE OF 90% OR ABOVE RESULTS IN FULL PAYMENT			

DATE: 12/18/2019
BID NO.: 50-00129086

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: DREAMEY@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, 1/28/2020 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.

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

DATE: 12/18/2019

BID NO.: 50-00129086

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 A17.1-1961).

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.

1,3,4,5,6,8,9,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GRETNA
@ 10:00 AM
ON 1/09/2020

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

See Page 1 for Conflicts of Interest Statement

DATE: 12/18/2019

Page: 5

BID NO.: 50-00129086

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 _____.

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.

Acknowledge Receipt of Addenda: NUMBER: 1 dated January 23, 2020

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 1,231,666.19

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.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES,CHEMICALS & EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR VARIOUS FACILITIES FOR JEFFERSON PARISH GENERAL SERVICES.		
			0010-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$6,119.64	\$220,307.04
2	1.00	SQFT	0020-PROVIDE A SQUIRE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$0.05	\$0.05
3	36.00	MO	0030-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING (24TH JDC)	\$5,534.35	\$199,236.60
4	1.00	SQFT	0040-PROVIDE A SQRARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC)	\$0.05	\$0.05
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	\$2,218.67	\$79,872.12
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	\$0.05	\$0.05
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	\$997.47	\$35,908.92
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE	\$0.05	\$0.05

DATE: 12/18/2019

Page 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING.		
9	36.00	MO	0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	\$980.10	\$35,283.60
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	\$0.05	\$0.05
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	\$9,886.15	\$355,901.40
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JOSEPH S. YENN BUILDING.	\$0.05	\$0.05
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	\$2,246.92	\$80,889.12
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	\$0.05	\$0.05
15	88,821.00	SQFT	0150-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 UNDER THIS CONTRACT.	\$0.22	\$19,540.62
16	54,022.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDING TO BE COVERED UNDER THIS CONTRACT.	\$0.11	\$5,942.42

DATE: 12/18/2019

Page 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	14,590.00	HR	***PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING**** 0170-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR 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.	\$13.60	\$198,424.00
18	36.00	HR	0180-PROVIDE AN HOURLY RATE TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP. STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	\$10.00	\$360.00

CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Empire Janitorial Sales & Services a KBS Company
INCORPORATED, DULY NOTICED AND HELD ON January 24, 2020,
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

January 24, 2020

DATE

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 #50-00129086 Contract to Perform Janitorial Services for various locations for the Jefferson parish facilities for Department of General Services Project Number, if any:

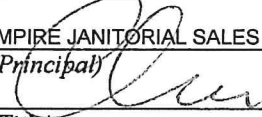
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the 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.

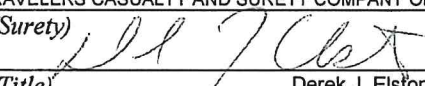
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement 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 21st day of January, 2020


(Witness) AB HINTON

EMPIRE JANITORIAL SALES & SERVICES LLC
(Principal)  (Seal)
(Title)


(Witness) Rachel Fore

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 **21st** day of **January**, 20**20**




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.

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF 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 50-129086, 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.

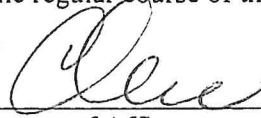
Choice B X There are NO debts which would require disclosure under Choice A of this section.

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.]

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

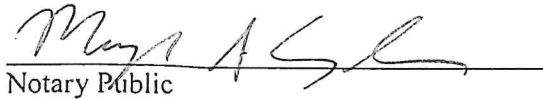


Signature of Affiant

Charlie Lusco - Chief Executive Officer

Printed Name of Affiant

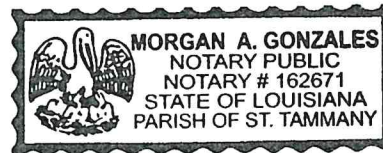
SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 24th DAY OF January, 2020.



Notary Public

Morgan A. Gonzales
Printed Name of Notary

162671 / 38749
Notary/Bar Roll Number



My commission expires at death.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MR. MORGAN A. GONZALES
Address: 4636 SANFORD STREET
METAIRIE, LA 70006
Phone: (504) 888-5030
Phone 2: (985) 502-3137
Notary ID Number: 162671
Parish: ST. TAMMANY with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 38749
Status: Active
Commission Date: 10/30/2019
Oath Date: 10/28/2019
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

Notary Events

Name Change Previous Name: MORGAN GONZALES Previous Commission Date: Unknown

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

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

CERTIFIED RESOLUTION

On this 24th (1. Day) of January (2. Month), 2020 (3. Year), I Al Hilton

(4. Full name of official signing this certificate), the Vice-President (5. Title of official signing this Certificate) of Empire Janitorial Sales & Services LLC a KBS Company (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

amendments) which this Entity might enter into in connection with Bid/Solicitation No. 50-129086

(9. Name showing on the invitation to bid) Three year contract to perform Janitorial Service at various Jefferson Parish Facilities for the Department of General Services.

Al Hilton
(10. Signature)

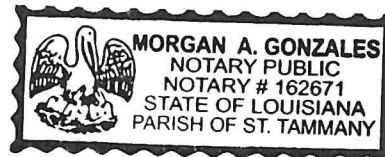
Vice-President

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

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 24th DAY OF January, 2020

Morgan A. Gonzales
Notary Public



Printed Name of Notary: Morgan A. Gonzales

Notary/Bar Roll Number: 162671 / 38749

My Commission Expires: at death

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.



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.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 23, 2020

ADDENDUM # 1

Bid No.: 50-00129086

Bid Opening Date: 1/28/2020

For: Three year contract to perform Janitorial Services at various Jefferson Parish Facilities for the Department of General Services.

This addendum is to answer vendor question.

- 1) At the bid conference, you announced that you would provide toilet tissue, hand towels, and garbage bags, but I wanted to be clear on any other items that the Successful Bidder should provide as part of their price? *Hand soap? Seat liners? Sanitary Napkin Receptacle Liners? Etc.*

Answer: Jefferson Parish Department of General Services will only supply Trash Bags, Hand Towels, Toilet Paper, Toilet Seat Covers, Hand Soap, and Feminine Products. The successful bidder shall supply all other cleaning materials.

I acknowledge receipt of Addendum #1

Al Hilton - Vice President

A handwritten signature in blue ink, appearing to read "Al Hilton", is written over a horizontal line.

Sincerely,

Donna Reamey

Donna Reamey, 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.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



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

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

INSURER(S) AFFORDING COVERAGE	NAIC #
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"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION			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



State Licensing Board for Contractors

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

COPY

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



Expiration Date: June 16, 2020

License No: 51119

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

Will B. McCoy

Director

Lee M. Dett

Chairman

Andy Damm

Treasurer

This License Is Not Transferrable

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above Empire Janitorial Sales & Services a KBS Company	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ C <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Other (see Instructions) ▶ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small>	
	4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 3510 N. Causeway Blvd., Suite 505	Requester's name and address (optional)
	6 City, state, and ZIP code Metairie LA 70002	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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


Social security number	
or	
Employer identification number	
36	4431179

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 01-28-2020
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General Instructions

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

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

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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

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



- f. **Experience performing similar services:** EJS&S has provided Facilities Management Services solutions to our commercial clients for more than 20 years. EJS&S manages facilities budgets of more than \$20 million for our clients while maintaining more than 14 + million square feet of building facilities. This experience has allowed us to become true partners with our clients and to develop open communication that provides an understanding of their specific needs and expectations.



- g. **Business Growth:** Our business growth is directly attributed to our management philosophy of dedication to Client Partner service. We stress attention to detail, prompt problem solving, and excellent Client Partner relations. EJS&S has enjoyed a consistent average growth rate of 11% annually for each of the past 20 years, current revenues of approximately \$20 million, and a total cleanable square footage of approximately 16M.



- h. **Our commitment to lasting Partnerships:** Identifying our client partner expectations, setting measurable goals and continual communication are keys to building a successful long-term partnership. EJS&S believes communication is a constant, two-way street, and our commitment is to be a valued member of our client partner community, actively engaged in ongoing conversations. EJS&S provides a framework to help us understand what is relevant to our client partner and to ensure that our technical delivery meets expectations.



- i. **December 2017:** In December 2017, EJS&S partnered with Kellermeyer Bergensons Services (KBS) to become one of the leading Facility Services Organizations in the United States. Through our more than 18,000 carefully-selected and trained staff, EJS&S delivers a full range of quality facility services in packages specially designed and customized for each of our more than 42,000 locations serviced nationwide.

COMPANY INTRODUCTION and BACKGROUND

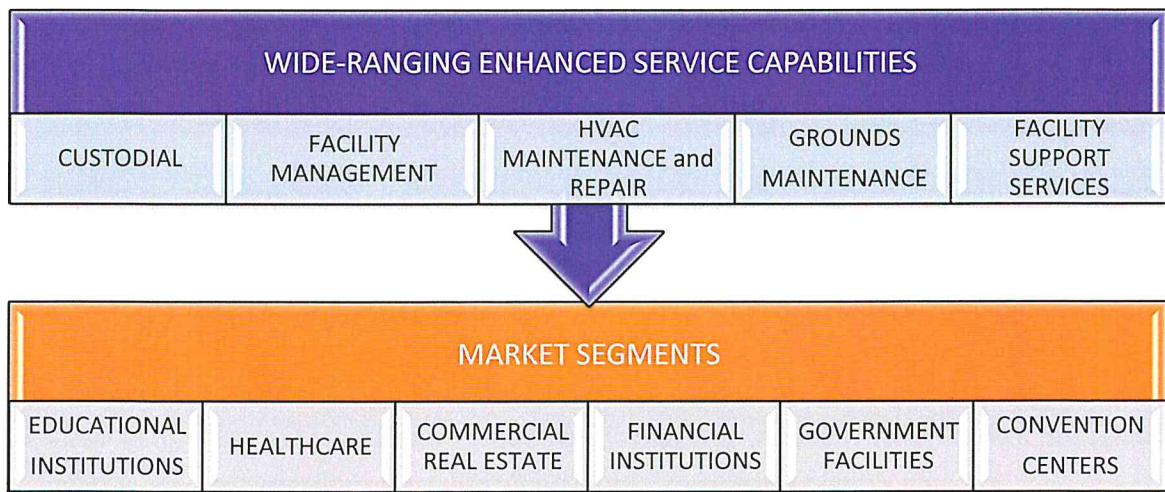
Empire Janitorial Sales & Services LLC a KBS Company

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.

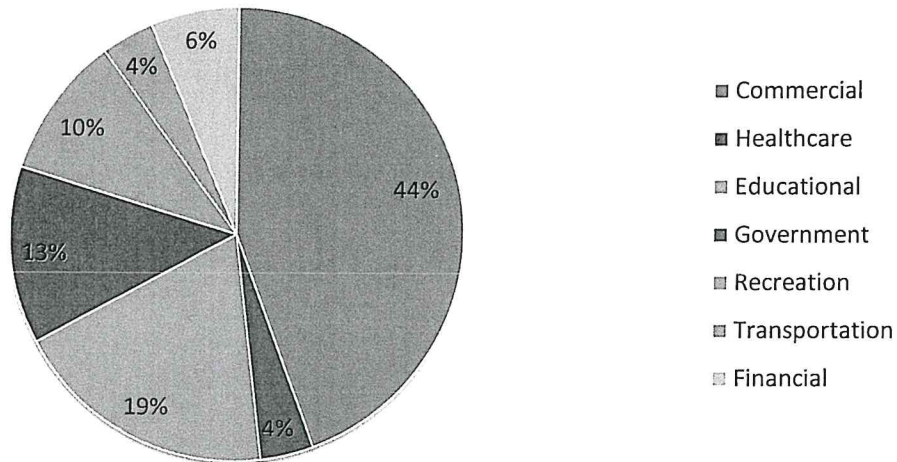
Overview



COMPANY INTRODUCTION and BACKGROUND

Empire Janitorial Sales & Services LLC a KBS Company

Market Segments



Commercial
(office buildings, property management firms)

Healthcare
(hospitals, medical and dental offices)

Educational
(K-12 schools, colleges, universities,

Government
(municipal, state, county, federal)

Recreation
(sports stadiums, health clubs, movie theaters, casinos)

Transportation
(airports, bus and rail stations)

Financial
(banks, lending institutions)

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

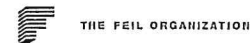
Current Partners: Below are current partner references with whom we provide relevant service of this nature and size.

Legend for EJS&S Ranks:

(Rank 1 <\$1.0M) (Rank 2 \$1.0M-\$2.0M) (Rank 3 \$2.0M-\$3M) (Rank 4 >\$3.0M)

Reference #1

Name of Firm: The Feil Organization
Address: 3300 West Esplanade Ave., Suite 103, Metairie LA 70002
Contact Person: Ms. Connie Chaison-Douglas
Partners Since: May 2010
Contact Person telephone and fax numbers: Telephone 504-833-6334 – FAX 504-833-5675
Nature of contract: Day Porter, Janitorial Service and Pressure Washing
Square footage: We provide service to four buildings totaling approximately 575,000 sq. ft.
Dollar amount: Rank 4 (over the life of the contract)
Contract start date: May 29, 2010 Contract end date: Ongoing-Current



Reference #2

Name of Firm: JP Morgan Chase
Address: 1400 Veterans Memorial Blvd., Metairie LA 70006
Contact Person: Ms. Tanjha Case, Regional Manager
Partners Since: January 2007
Contact Person telephone and fax numbers: Telephone 504-416-9167
Nature of contract: Day Porter, Janitorial Service, Pressure Washing and Park Lot Striping
Square footage: We provide service to bank office and branches totaling approximately 650,000 sq. ft.
Dollar amount: Rank 4 (over the life of the contract)
Contract start date: January 1, 2007 Contract end date: Ongoing-Current

JPMORGAN CHASE & CO.

Reference #3

Name of Firm: Crescent City Surgical Center
Address: 3017 Galleria Blvd., Metairie La 70001
Contact Person: Mr. Kerry Gogreve, Operations Director
Contact Person telephone and fax numbers: Telephone 504-915-0523
Partners Since: January 2012
Nature of contract: Evening Cleaning and OR Terminal Cleaning
Square footage: We provide service of approximately 50,000 sq. ft.
Dollar amount: Rank 3 (over the life of the contract)
Contract start date: January 15, 2012 Contract end date: Ongoing-Current



Reference #4

Name of Firm: Jefferson Parish Sheriff Office
Address: 1233 Westbank Exp., Harvey LA 70058
Contact Person: Mr. Craig Cimo, Director of Operations
Contact Person telephone and fax numbers: Telephone 504-940-8199 – FAX 504-598-5110
Partners Since: June 2009
Nature of contract: Custodial Service
Square footage: We provide service to various locations of approximately 125,000 sq. ft.
Dollar amount: Rank 2 (over the life of the contract)
Contract start date: June 01, 2009 Contract end date: Ongoing-Current



CONFIDENTIAL

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

FOFI
French Quarter Festivals, Inc.

CenturyLink

NSC

Varsity
Facility Services

JLL
LATTER & BLUM
INC/REALTORS

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 Mailet
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

BID REJECTION FORM

Bid number: 50-129086

Vendor Name: 3H SERVICE SYSTEM INC

Reasons for

Rejection: AFFIDAVIT SHOWS LOUISIANA , JEFFERSON NOTARY
FROM GEORGIA.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 01/28/2020

Chief Buyer: 

Date: 1/30/2020

📍 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 3H SERVICE SYSTEM, INC
Mailing Address P.O. Box 2613
Acworth, GA 30102
Phone Number (678) 926-3169
Fax Number (770) 675-7804
Email Address cs@e-3h.com
Website http://

Active Licenses

License Number 59469
Type Commercial License
Status LICENSED
Effective 02/08/2020
Expiration 02/07/2022
First Issued 02/07/2014

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	John Heo	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	John Heo	ALL

Sealed Bid for

Bid # 50 - 00129086

**Three Year Contract to Perform Janitorial
Services at Various Jefferson Parish Facilities for
the Department of General Services**

Jefferson Parish, LA

Due Date/Time

01/28/20

02:00 Pm

Submitted By

3H Service System, Inc

1610 Plunketts Road

Buford, GA 30519

LA Contractors ID # : 59469

Jefferson Parish Vendor # 276427

Primary Contact

John Heo, Account Executive

cs@e-3h.com

678-926-3169

ORIGINAL

Contents of Table

1. Bid Form

Acknowledgment of Addendum
Price
Corporate Resolution

2. Non-Public Works Bid Affidavit

Campaign Contribution Disclosure
Debt Disclosures

3. COI

4. State of Louisiana Contractors Certificate

5. Business License – City of Kenner in Jefferson Parish

6. Bid Bond



DATE: 12/18/2019

Page: 5

BID NO.: 50-00129086

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES ☒ NO ☐

MAXIMUM ESCALATION PERCENTAGE REQUESTED 2.0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 03/31/2020.

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 Within 30 days from the date of "Notice to Proceed"

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 59469

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: 3H Service System, Inc

ADDRESS: 1610 Plunketts Road

CITY, STATE: Buford, GA ZIP: 30519

TELEPHONE: (678) 926-3169 FAX: (770) 675-7804

EMAIL ADDRESS: cs@e-3h.com

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

Acknowledge Receipt of Addenda: NUMBER: #1 - 01/23/2020

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 1,167,129.79

AUTHORIZED SIGNATURE: 

John Heo

Printed Name

TITLE: Account Executive

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES,CHEMICALS & EQUIPMENT NECESSARY FOR JANITORIAL SERVICES FOR VARIOUS FACILITIES FOR JEFFERSON PARISH GENERAL SERVICES.		
1	36.00	MO	0010-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	\$ 5,600.00	\$ 201,600.00
2	1.00	SQFT	0020-PROVIDE A SQUIRE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JEFFERSON PARISH GENERAL GOVERNMENT BUILDING AND ROTUNDA AREA.	0.052	
3	36.00	MO	0030-PROVIDE MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE THOMAS F. DONELON BUILDING (24TH JDC)	5,395.00	194,220.00
4	1.00	SQFT	0040-PROVIDE A SQRARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE THOMAS F. DONELON BUILDING (24TH JDC)	0.052	
5	36.00	MO	0050-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS FOR THE SECOND PARISH COURT BUILDING.	2,245.00	80,820.00
6	1.00	SQFT	0060-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE SECOND PARISH COURT BUILDING.	0.052	
7	36.00	MO	0070-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE SALVADOR A. LIBERTO BUILDING.	834.00	30,024.00
8	1.00	SQFT	0080-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	36.00	MO	FOOTAGE TO BE CLEANED AT THE SALVADOR A. LIBERTO BUILDING. 0090-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE CHARLES B. ODOM BUILDING.	\$ 0.078 858.00	 \$ 30,888.00
10	1.00	SQFT	0100-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE CHARLES B. ODOM BUILDING.	0.078	
11	36.00	MO	0110-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE JOSEPH S. YENNI BUILDING.	9,600.00	345,600.00
12	1.00	SQFT	0120-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE JOSEPH S. YENN BUILDING.	0.052	
13	36.00	MO	0130-PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS AND COMMON AREAS FOR THE FIRST PARISH COURT BUILDING.	2,050.00	73,800.00
14	1.00	SQFT	0140-PROVIDE A SQUARE FOOTAGE COST FOR THE ADDITION OR DELETION OF SQUARE FOOTAGE TO BE CLEANED AT THE FIRST PARISH COURT BUILDING.	0.068	
15	88,821.00	SQFT	0150-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 UNDER THIS CONTRACT.	0.15	13,323.15
16	54,022.00	SQFT	0160-PROVIDE A SQUARE FOOTAGE COST FOR CARPET CLEANING AS NEEDED, WHICH INCLUDES EVERYTHING TO DO A TOTAL WET EXTRACTION, AT ANY OF THE BUILDING TO BE COVERED UNDER THIS CONTRACT.	0.12	6,482.64

DATE: 12/18/2019


Page 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129086

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	14,590.00	HR	***PLEASE NOTE THAT THE BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING**** 0170-PROVIDE AN HOURLY RATE FOR A DAYTIME JANITORIAL EMPLOYEE TO PERFORM REGULAR 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.	\$ 13.00	\$ 189,670.00
18	36.00	HR	0180-PROVIDE AN HOURLY RATE TO PERFORM BLOOD CONTAMINATION MATERIAL CLEAN UP. STANDARD OPERATING PROCEDURE ON AN AS NEEDED BASIS.	19.50	702.00
			TOTAL		\$1,167,129.79



THE AMERICAN INSTITUTE OF ARCHITECTS

***Performance/Payment Bond
Would be Annually Termed***



AIA Document A310
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we

3H Service System, Inc.

as Principal, hereinafter called the Principal, and
Aegis Security Insurance Company
a corporation duly organized under the laws of the State of **Pennsylvania**

as Surety, hereinafter called the Surety, are held and firmly bound unto

Jefferson Parish, LA

as Obligee, hereinafter called the Obligee, in the sum of **FIVE PERCENT (5%) OF PROPOSED BID**-Dollars
(\$ --5%--), for the payment of which sum well and truly to be made, the said Principal and the Surety, bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Janitorial Services- Bid No. 50-129086

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee 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.

Signed and sealed this **28th** day of **January, 2020**.

(Witness)

3H Service System, Inc.

(Title)

(Seal)

Aegis Security Insurance Company

(Witness)

Laura D. Mosholder, Attorney-In-Fact
Inquiries: 407 330 3990

AEGIS SECURITY INSURANCE COMPANY
POWER OF ATTORNEY

DEBORAH A. GOOD
Secretary

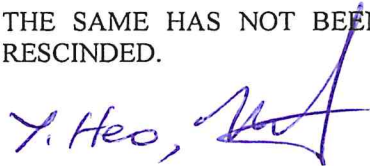
CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
3H Service System, Inc
INCORPORATED.

AT THE MEETING OF DIRECTORS OF 3H Service System, Inc
INCORPORATED, DULY NOTICED AND HELD ON 02/07/2013,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT John Heo, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

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



SECRETARY-TREASURER

01/22/2020

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: _____
John Heo, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Account Executive of 3H Service System, Inc (Entity),
the party who submitted a bid in response to Bid Number 50-00129086, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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



Debt Disclosures

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

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

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

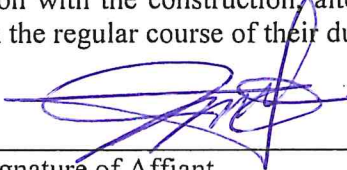
Affiant further said:

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

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



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




Signature of Affiant

John Heo

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 21 DAY OF January, 2020



Notary Public

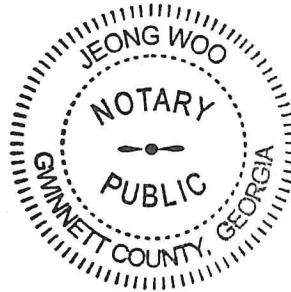
Jeong Woo

Printed Name of Notary

W-00386603

Notary/Bar Roll Number

My commission expires 10/11/2022



Louisiana Secretary of State
R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.
You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Notary Search Results

Total Results: 0				
Search Criteria: Name - WOO, JEONG				
Name	Type	Parish	Commissioned	Status
No matching Notaries were found.				
<div>New Search</div>				

ACORD						CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YY) 1/23/2020	
PRODUCER Accent Insurance Agency, Inc. P. O. Box 1207 Kennesaw, GA 30156						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT MEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.							
INSURED 3 H Service System, Inc. P. O. Box 2613 Acworth, GA 30102						INSURERS AFFORDING COVERAGE							
						INSURER A : LYOD'S LONDON UNDERWRITERS							
						INSURER B : ALLSTATE INSURANCE COMPANY							
						INSURER C : NAUTILUS INSURANCE COMPANY							
						INSURER D : AMGUARD INSURANCE COMPANY							
						INSURED E : C N A SURETY COMPANY							
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE 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 OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.													
INSR LTR	TYPE OF INSURANCE				POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EFF (MM/DD/YY)	LIMITS					
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				CBC 2000063530 3	09/27/2019	09/27/2020	EACH OCCURRENCE \$1,000,000					
	FIRE DAMAGE(Any one fire) \$ 250,000												
	MED EXP(Any one person) \$ 10,000												
	PERSONAL & ADV INJURY \$1,000,000												
	GENERAL AGGREGATE \$2,000,000												
	PRODUCT S-COMP/OP AGG \$2,000,000												
	UMBRELLA \$3,000,000												
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				64827838600	4/01/2019	4/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000					
	BODILY INJURY (Per person) \$												
	BODILY INJURY (Per accident) \$												
	PROPERTY DAMAGE (Per accident) \$												
	AUTO ONLY-EA ACC \$												
	OTHER THAN QUTO ONLY: EA ACC \$												
AGG \$													
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AN 057959	09/27/2019	09/27/2020	EACH OCCURRENCE \$10,000,000					
	AGGREGATE \$												
	DEDUCTIBLE \$												
	RETENTION \$ \$												
D	EXCESS LIABILITY <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				THWC 964927	02/05/2020	02/05/2021	EACH ACCIDENT \$ 1,000,000					
	DISEASE-POLICY LIMIT \$ 1,000,000												
	DISEASE-EA EMPLOYEE \$1,000,000												
	[X] WC Status Limits Other												
E	FIDELITY BOND				62123480	08/11/2019	08/11/2020	\$100,000.00					
DESCRIPTION OPERATION/LOCATIONS/VIHICLES/SPECIAL The Jefferson Parish of LA is included as an additional insured & state for any and all work performed in Jefferson Parish. There is a waiver of Subrogation in favor of the certificate holder on the listed policies.													
CERTIFICATE HOLDER & ADDITIONAL INSURED Jefferson Parish Purchasing Department 200 Derbigny Street General Gov. Building, Suite 4400 Gretna, LA 70053						CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. AUTHORIZED REPRESENTATIVE <div style="text-align: right; font-style: italic; font-weight: bold;">Bruce Holley</div>							



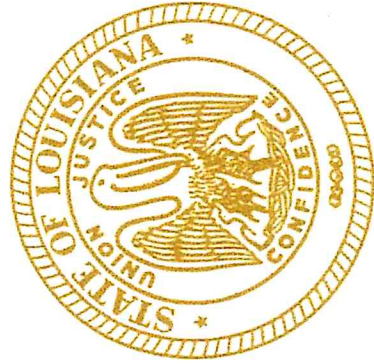
State Licensing Board for Contractors

This is to Certify that:

3H SERVICE SYSTEM, INC
P.O. Box 2613
Acworth, GA 30102

is duly licensed and entitled to practice the following classifications

SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL



Expiration Date: February 7, 2022

License No: 59469

Witness our hand and seal of the Board dated,
Baton Rouge, LA 8th day of February 2020

Lee Malott Chairman

Director

Andy Duvall Treasurer

This License Is Not Transferrable



City of Kenner
1801 Williams Blvd
Kenner, LA 70062

3H SERVICE SYSTEM, INC
121 WEST ESPLANADE L-205
KENNER, LA 70065

** NOTICE **

This license becomes null & void if ownership, business name or address is changed. Licensee must apply within 10 days of such change for transfer. Fee will apply. All applicable building & zoning regulations pertaining to business location must be followed.

3H SERVICE SYSTEM, INC
P O BOX 2613
ACWORTH, GA 30102

2020

**Business
License**

Business License ID
25883
Type

Number
15798
Issued
01/08/2020
Valid thru
12/31/2020

JANITORAL COMMERCIAL/RESIDENTIAL

Jane M. Richard
Code Enforcement Director

*** POST THIS LICENSE IN A CONSPICUOUS PLACE ***



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 23, 2020

ADDENDUM # 1

Bid No.: 50-00129086

Bid Opening Date: 1/28/2020

For: Three year contract to perform Janitorial Services at various Jefferson Parish Facilities for the Department of General Services.

This addendum is to answer vendor question.

- 1) At the bid conference, you announced that you would provide toilet tissue, hand towels, and garbage bags, but I wanted to be clear on any other items that the Successful Bidder should provide as part of their price? *Hand soap? Seat liners? Sanitary Napkin Receptacle Liners? Etc.*

Answer: Jefferson Parish Department of General Services will only supply Trash Bags, Hand Towels, Toilet Paper, Toilet Seat Covers, Hand Soap, and Feminine Products. The successful bidder shall supply all other cleaning materials.

Sincerely,

Donna Reamey

Donna Reamey, 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.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) 3H Service System, Inc.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) P.O. Box 2613	Requester's name and address (optional)
	City, state, and ZIP code Acworth, GA 30102	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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


Social security number								
				-			-	
Employer identification number								
4	6	-	1	9	3	9	3	4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 4/11/2016
------------------	--	-------------------------

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exempt from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.